

Assessment Committee Meeting

September 30, 2015

12:30-1:25pm

Attendees: Steltzer, Heidi; Martin, Michael T; Meek, Shawn; McAlister, Erich; Kusar, Mika; Snyder, Lisa; Skarbek, Valeria (meeting minutes)

Not in attendance: Austin, Rebecca

Agenda:

1. Heidi: updates to the weekly Google doc are due the Monday before Wednesday meetings to give people sufficient time to get the work done.
2. Heidi: Justin and Dugold have received the request for the Academic Policy Committee to update the charge to not include someone from the Academic Assessment Committee.
3. Heidi: Michael, Lisa, and I will attend the Nov. 10th Council of Chairs meeting to review Fall 2014 data and 2014-2015 AC report, answer questions, and get input - i.e. first step for vetting report.
 - a. Will also schedule a meeting to speak at Faculty Senate.
4. Shawn: gave update of his meeting with Heidi. Reviewed faculty spreadsheet of who has scored assessment last year. He also offered to help Erich to update the spreadsheet. Wants to create a linear system of how this will be done. Will work on that and submit to AAC for our review at next meeting.
 - a. Erich: can we integrate with Canvas to track?
 - b. Discussion ensued, decision was made to stick with Google instead of SharePoint or Canvas right now. SharePoint is more "clunky" to use and Canvas wouldn't be helpful if two people are working on a doc at the same time.
5. Heidi: Next meeting date: Discussion of meeting next week or in 3 weeks because this current schedule conflicts with Rebecca's Anthropology meetings. Decision was made to meet next week and then meet every other week afterwards.
6. Plan is for Lisa and Michael to go to Faculty Senate next week to discuss next steps.
7. Erich is working on the selection of the random sample and Val will blind. Erich will refer to the report Heidi wrote for HLC about gen ed assessment this past year to determine his sample size and sampling method.
8. By Monday, Michael and Shawn will have their files updated for the committee's review.
9. Heidi: Mika has accepted her role on the committee to write our strategic plan.
10. Mika: Update on her research. The first thing we want to do are outline the structures that are in place (e.g. committees, Office of Assessment, what each is responsible for, etc.) The information is so scattered. If we want to have a culture of assessment at FLC, we need a page for assessment. She found some sites that are "one-stop shops" for assessment information. We need to have clarity about liberal arts assessment and access to what's going on at FLC (e.g. policies, procedures, etc.) What's going on with the 2013 charge and this committee reviewing the annual plans by Oct. 1st?
 - a. Lisa explained that the LAC didn't want to participate in that process so the Office of Assessment handles it. Lisa and Val explained that there is an Office of Assessment website page at FLC. If you click "Program Assessment," you will

find the description of program assessment and the link to the FLC Assessment wiki.

- b. Mika: We want to think about how we communicate and document how we provide clarity about assessment at FLC to faculty.
 - c. Heidi: We need to have a “home” for documents for any faculty to look up. Ex. Once we create the scorer selection policy, we’ll need a place to put it.
 - d. Lisa: SOBA does things differently than the way the rest of the campus is doing. FLC wants all policies to go to the Policy Library. We can’t just put files on a website.
 - e. Mika: You would never know what this committee does unless you’re on the committee.
 - f. Michael: We discussed this last meeting; I know you (Mika) weren’t able to attend. The committee decided to retain gen ed assessment and that the Office of Assessment handles all program assessment.
 - g. Discussion ensued to clarify what this committee will be doing and how we’re going to do assessment, no longer senior sem papers but gen ed samples from 100 or 200 level courses. We’re looking at competency at a skill.
 - h. Heidi: Mika, maybe in the 4-8 week range towards the end of the semester (early Dec.), keep a big picture in mind and map it. Present that to this committee.
 - i. Lisa: We are missing the procedures for gen ed assessment. Jeff has created the co-curricular procedures, I have the program assessment procedures done too in the policy document. I have a new assessment policy but am hesitant to bring it before Faculty Senate with their current turmoil and we don’t want to change anything until after our HLC visit. We need to have detailed protocols but don’t want to make too many changes to the policy library. We can have general more vague procedures and more detailed protocol as the assessment process evolves.
 - j. Heidi: Mika, Lisa will share files with you so you can review them and have them in your mind.
11. Heidi: at some point on Monday, please post your updates to the new Google doc so people can review information on Tuesdays before our Wednesday meeting. (Val created the new Google doc for 9/30/15 in the shared Google drive folder.)

Meeting adjourned 1:20pm