

## Assessment and Evaluation Sub-Meet and Confer Committee

September 13, 2013

### Notes

**Present: Lynn Akey, Kim Greer, Jessica Schomberg, Ted Johnson, Walter Zakahi, Paul Mackie, Daria Paul Dona, Kathy Dale, Diane Graham, Heather Von Bank**

1. Request a note-taker for this and future meetings.
  - a. Ted Johnson volunteered
  
1. Discuss the Fall Academy Roundtable [October 16-18<sup>th</sup>]
  - o Does Committee Support Participation?
    - Lynn provided background; detailed the four themes of the academy project; last year we attended with a team, focusing on institutional student outcomes.
    - We have until Sept. 24 to register, but it's limited to 10 institutions
    - Min. of four, max. or eight to attend
  - o Possible Topics: institutional student learning outcomes; and writing/writing intensive are still top priorities
  - o Consensus that we should send up to two teams; at least one person from the A&E submeet on each team. Kirsti wants to do the writing, and will probably be able to assemble a team. We'll seek reps from HLC or UCAP or GenEd.
  - o Lynn will contact the Roundtable to try to reserve spots for our two teams. Walter proposed that we need to decide which team we will send if we're shut out of sending two. Agreed that the SLO team has greater need for our upcoming HLC requirements.
  
1. Organize a committee to work on Institutional Student Learning Outcomes Project for HLC and October Roundtable
  - a. A&E is responsible for moving this objective forward; need to resume this activity
  - b. Kim recommends outside members be invited in; Daria notes that we need to start with a vision of the structure we're reestablishing; create a formal procedure to define the required representation and process tasks
  - c. We need to articulate our SLO plan and how the related groups will need to support and carry out their piece of this goal; GenEd is well informed and their process in action; UCAP and GCAP will need input/updating.
  - d. Rather than create a new committee, A&E will identify tasks that the assessment of student learning subgroup will mostly handle;

- e. Can we accomplish a broad, cross-referenced alignment to these SLOs from academic programs?
1. Discuss publicizing ***Pathways to Student Learning Excellence Award***
- a. Reviewed objectives; suggested presenting at the department chairs breakfast.
  - b. Discussed that this award has two recipients: one for academic units, one for non-academic units. Reconsidered this and affirmed that there will be a winner and a runner up, and that it will be for the whole university community
  - c. Publicizing through CETL, Deans Council (who would mail out the call); also discussed that it needs to be announced at Cabinet so the non-academic units can be invited to nominate.
  - d. Walter suggested we publish the winners and runners up on a website so people can see the range of assessment reporting methods.
1. Create subgroups:
- a. Assessment of Student Learning
    - i. Develop plan, next steps: Walter suggested that the team that goes to the roundtable workshop might have some issues with our subgroup laying out a preliminary plan that they want to revise.
    - ii. Kim noted that we don't close the loop very well when we finish a department review; how do we follow up with the conclusions the assessment highlights? Revisit our procedures to make sure there aren't gaps there, but probably we need to ensure the process is actually followed to the last step.
  - b. Institutional Effectiveness
    - i. Discussed federal compliance review
    - ii. Reviewed the draft alignment document
    - iii. Discussed gaps between university goals and MnSCU performance indicators, specifically related to graduate education and professional development. Lynn, Daria, and Heather will plan to meet with a Barry Ries; Lynn and Jessica will plan to meet with DeeAnn Snaza.
1. Other Business
- 1. Call for 1-2 volunteers for writing intensive project that Kirsti is leading: Diane Graham and Jessica Schomberg