

**Assessment & Evaluation Sub-
Meet & Confer Friday,
September 4, 2015
10:00 – 11:30 a.m. – CSU 238**



Attendees:

Lynn Akey, Donna Casula, Carrie Chapman, In-Jae Kim, Paul Mackie, Ellen Mrja, Kristine Retherford, Zorian Sasyk, Rick Straka, Sherrise Truesdale, and Heather Von Bank.

Guest: Bobby Fleischman

Agenda:

Welcome

- Heather Von Bank and Lynn Akey welcomed new and returning members to the Assessment and Evaluation Sub-Meet.
- Sub-Meet members each provided a brief introduction.

Discussion Items

Assessment and Evaluation Sub-Meet Charge and Meeting Logistics

- Charge: Facilitate an institutional culture of assessment and evaluation.
- There are two Sub-Charges
 - Assessment of Student Learning: Proposes policies, processes and procedures related to program review and assessment of student learning, to serve as a resource for departments undergoing accreditation and program review.
 - Institutional Effectiveness: Review assessment and evaluation data, policies, processes and procedures and make recommendations about institutional effectiveness and outcomes.
- This sub-meet will sometimes break out into smaller sub-groups for discussion to better utilize our time.

Orientation to Institutional Assessment

- Go to the Institutional Research, Planning and Assessment Home Page. On the left hand side, you will find the Core Functions.
 - Program Review and Accreditation: Programs are required to engage in comprehensive program review or external accreditation. There is a Comprehensive Program Review Calendar posted. Programs are reviewed every 3-10 years for externally accredited programs. For non-externally accredited programs, comprehensive program review occurs every 5 years. It is important to remember that comprehensive program review occurs at the program level.
 - Assessment of Student Learning: Academic programs articulated student learning outcomes as a part of the curriculum design (CDS) process. Assessment is designed to compare actual student performance to the student learning

outcomes articulated. Paul Mackie is the go-to person for annual assessment of student learning questions as our University Assessment Coordinator. Annual Student Learning Assessment Reports are due October 15th each year.

Departments take their own steps/employ various methods to assessment in various ways. There is a shared/common scoring rubric for the annual student learning assessment feedback report.

- General Education Assessment: General Education Assessment is used through joint efforts between the General Education and Diversity Committee and Departments that provide General Education courses. General Education Assessment is on a five year cycle to support the assessment of the general education curriculum goals within the general education program.
- Institutional Student Learning Outcomes: There are seven Institutional Undergraduate Student Learning Outcome which include the following; Academic Achievement, Civic Engagement, Communication, Critical Thinking, Global Citizenship, Multiculturalism/Diversity and Self-Directed Learning. These were developed through a series of campus discussions, open forums and an online survey. The Institutional Student Learning Outcomes assessment process and cycle will be fully implemented this year. The first outcome assessed is Communication.

Discussion of Potential Priority Agenda Items for the Year

- Work with Planning and Budget Sub-Meet on Budget Scenarios/Actions
 - Where are we at with the budget, how can Assessment help. How do we prioritize, invest, and reduce? What are our priorities? How can we use our Academic Master Plan with the budget issue?
- Consider/Define Long-Term Program Planning Data/Information Points
 - What is it? What is in it? This will have implications for the Annual Instructional Data Summary.
- Comprehensive Program Review
 - Review of process and procedure is needed.
- HLC Reaffirmation of Accreditation
 - The Higher Learning Commission accreditors will visit on March 28-29, 2016. This committee will be engaged with some of the process.
- Undergraduate Institutional Student Learning Outcomes – Review of the Communication outcome will occur this year.
- Pathways to Student Learning Award (March)
 - This includes a list of criteria on what we are looking for. More discussion to come so people have a better understanding.
- Review Institutional (System) 22 Strategic Framework Performance Measures
- Advancing Student Learning Collaboration with UCAP, GCAP, and Gen Ed.

Other items

- The CIO of MnSCU will be on campus on October 2, 2015.

Update Items:

Higher Learning Commission Reaffirmation of Accreditation Preparation (L. Akey)

- HLC accreditors will be on campus March 28-29, 2016. The HLC Assurance Sub-Committee is currently working on the Assurance Argument and Evidence File draft. The campus community will have an opportunity to review the draft in October.

Request for Representative to Serve – HLC Assurance Sub-Committee

- Carrie Chapman has volunteered to serve. Thank you Carrie!

Future Agenda items:

Future Meeting Dates:

Assessment and Evaluation Sub-Meet and Confer (Fridays from 10-11:30am in CSU 238, unless noted)

Friday, October 9, 2015

Friday, November 13, 2015, CSU 204

Friday, December 4, 2015, CSU 204

Friday, January 15, 2016

Friday, February 12, 2016

Friday, March 18, 2016, CSU 204

Friday, April 15, 2016, CSU 204

Joint Budget, Planning, and Assessment & Evaluation Sub-Meet and Confer

Thursday, November 12, 2015, CSU 253/4, 10:00 – 12:00 p.m.

Thursday, March 31, 2016, CSU 253/4, 10:00 – 12:00 p.m.