

**Assessment & Evaluation Sub-Meet &  
Confer Friday, October 10, 2014  
10:00 – 12:00 – CSU 204**



**Attendees:**

Donna Casula, Carrie Chapman, David Jones, Sarah Suskovic, Paul Mackie, Ellen Mrja, Jessica Schomberg, Heather Von Bank, and Lynn Akey via teleconference

Guests: Jerry Oman, Kirsti Cole

Excused absences: Diane Graham

**Agenda:**

Welcome

- J. Schomberg welcomed new and returning members to the Assessment and Evaluation Sub-Meet.
- Sub-Meet members each provided a brief introduction.

**Discussion Items**

Full Sub-Meet

- Annual Student Learning Assessment (P. Mackie)
  - These are due October 15 or sooner. They can be submitted via [InfoSpace](#). Contact Paul Mackie with questions. Paul provides the process feedback that gets sent to the Chair and the Dean.
  - Question: do you still need to turn in this report if you're going through Program Review? Answer: Yes, you'll still need to report on last year's activities. Next year, you'll develop and submit a new plan that reflects the strengths and weaknesses you discovered through the program review process.
- Writing/Writing Intensive Assessment (K. Cole – Time Certain 10:30 a.m.)
  - Reviewed the WAC Assessment Plan and Tools.
  - Indirect measures occur during even years. We're getting good feedback from the Spring 2014 assessments. The report of how results break down across divisions will be shared with this sub-meet, GenEd, Exec and the Deans. Spring 2015: a focus group will be called to talk about results. Spring 2016: we'll re-survey faculty and students.
  - Direct measures occur during odd years. Kirsti will be contacting instructors to let them know what's coming next spring. She's also in contact with world language and ESL instructors to make sure the rubric meets their needs. Spring 2015 will be focused on 100-200 level classes, Spring 2017 will be focused on 300-400 level classes. The rubric is designed to be progressive. The hope is that 100 level students will achieve results in the 1-2 range; 200 level students will achieve results in the 3 range; and 300-400 level students will achieve results in the 4 range. We hope all our students graduate having achieved the writing proficiency of a 4 level.
  - This review cycle covers 2013-2018. At the end of this review cycle, we will assess the effectiveness of these tools.
- General Education Outcome Assessment (L. Akey)
  - Reviewed this process. This work is done under the oversight of the GenEd committee. Reminder that we're assessing student learning, not the course. The first line of communication about this process is to the dean and department chairs.

- Comprehensive Program Review (L. Akey/P. Mackie)
  - Sub-group talked about the program review process and related documentation. Made some language and structure suggestions that Paul will take back.

### Institutional Effectiveness

- Annual Institutional Data Summary (J. Oman)
  - Sub-group talked about the Data Summary reports.
    - On the credit hour summary, Jerry noted that Extended Education only refers to Edina and Normandale locations. Carrie observed that this report doesn't reflect who's paying for instruction. Question about how to accurately reflect when programs switch financial support for instruction from Extended Ed to departments. Also, is Extended Ed paying for facilities costs or is that coming from differential tuition? The money part of this is unclear. Is the purpose of this report to be used for financial allocations or other resource allocations?
    - A proposed report model that shares location information for different programs seems very useful, especially for international students who may be legally restricted to the Mankato location.
    - Under adjusted credit hours per FTEP, no one knows where the "Standard" is coming from or what it means. Seems reasonable to remove this as it has no meaning but could be used inappropriately in decision-making.
  - Also talked about better ways of measuring student retention and success. Currently, reports are generated based on students' incoming majors. However, the average MSU student changes majors twice while here. For example: only half of students who arrive declaring themselves Special Education majors actually get accepted into the program, so the half that aren't admitted need to find a new major. Reports currently show inaccurately low completion rates for students in this program. A proposed solution to this problem is to report on the actual current major of the student in terms of their program success, university success, or whether they dropped out/transferred. Going back to the Special Ed example, for students not accepted into the Special Ed program, we could identify what programs students transferred into or whether they dropped out entirely. Also noted that 12% of undergrads take at least one break during their time here, and that number fluctuates across programs. Speculation is that it may be related to education costs.

### **Update Items:**

Higher Learning Commission Reaffirmation of Accreditation (L. Akey)

- Continuing to move forward. Next week we will put out a call for intermittent sub-committee members to draft the reaffirmation documents from bargaining units and other sub-meets. This sub-committee reports to Assessment & Evaluation, and is led by Andi Lassiter, Don Larsson and Joan Roca.

Joint UCAP, GCAP, & Assessment and Evaluation Sub-Meet Meeting (J. Schomberg)

- We're talking about putting together a joint sub-meet to talk about how to close the curricular assessment loop and to talk about outcome measures provided in curricular proposals. UCAP has reported that they are interested in this and would like to meet this semester. Waiting to hear from GCAP.

### **Future Agenda items:**

Program/Major Data

CIP Codes – this should be a topic for the full sub-meet

### **Future Meeting Dates:**

Assessment and Evaluation Sub-Meet and Confer (Fridays from 10-12pm in CSU 203, unless noted)

November 14, 2014 CSU  
December 5, 2014 CSU  
January 16, 2015 CSU  
February 13, 2015 CSU  
March 20, 2015 CSU  
April 17, 2015 CSU

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

Thursday, November 20, 2014, 10:00 am-12:00 pm, CSU 245

Thursday, April 2, 2015, 10:00am-12:00 pm, CSU 245