ASCC Assessment Panel

Approved Minutes

Thursday, April 25, 2013 9:00am -10:30am

110 Denney Hall

ATTENDEES: Breitenberger, Collier, Hetherington, Hogle, Krissek, Soundarajan

Agenda:

1. Approval of 3-21-13 Minutes
	* Hetherington, Krissek, unanimously approved
2. Education Abroad London Honors Submissions
	* Discussion about the course
		+ This course is only for freshman and they must apply during summer orientation.
		+ Each section tends to be students with similar interests and the sites that are visited during the trip are chosen based on those interests.
		+ The students meet once a week leading up to the departure.
		+ This has always been done over winter break but will now be during spring break so there will be more time to do reflection.
		+ There doesn’t seem to be a lot of structure and the students seem more like tourists. It would be better if they could interact with others like university students.
	* There will be a meeting with Tamara Davis, lead instructor, to discuss what worked and did not work with this assessment process.
	* It may be preferable to meet with all of the instructors that go on this trip rather than just the lead instructor to ensure that everyone is on the same page with the assessment requirements.
	* The students may not have had the same assignment. One instructor changed the rubric and may have changed the questions.
	* Instructors were not asked to submit the assignment they used. This would be useful to have when reviewing the assessment materials provided.
	* Only two instructors provided exactly what we asked for.
	* One instructor added their own observations.
	* Next year the Assessment Panel should take the sample papers and score them from the perspective of an outsider who did not see the students abroad. Then comparisons can be made between how the panel members scored the papers and how the instructors scored them.
	* It seemed as though students did not understand what a reflection paper was.
		+ Sometimes it is difficult to get students to do something other than book report reporting.
		+ Now that the course will be during spring break the students may have more time to reflect.
		+ It may be beneficial for students to turn in a rough draft at the end of trip and then a final at the end of course.
		+ Maybe students weren’t aware that they should have provided detailed examples.
		+ Instructors could provide examples to students of good papers. This could improve the papers and the experience.
3. Multi-Year Assessment Plan 2012-2018
	* Departmental Level reporting
		+ Visit with each department to discuss GE assessment
			- After meeting with the departments over the summer and determining what they would be interested in doing, the Assessment Panel will determine exactly what will be required for the departmental level reports and it will be put into writing in the fall.
		+ Departments will be asked to include different categories and various course levels.
		+ Specify that we just want GE assessment and not all department assessment.
		+ Steve Fink has been meeting with departments to discuss major assessment reports. There could be some confusion differentiating between major assessment and GE assessment reporting.
			- Need to specify that the assessment is based on expected learning outcomes. This will make a clear distinction between GE assessment and Major assessment as they have different learning outcomes that are being assessed.
		+ Would like to see both large and small enrollment courses included in the reports.
	* Course Reports
		+ Course reports will be grouped based on GE categories so that the assessment panel is looking at similar reports.
		+ Ask for short reports from courses with large enrollments that have previously submitted assessment reports to determine how they have continued with assessment, how they have closed the loop, what changes have been made, and how those changes were formed by the results from the previous assessment reports.
		+ There will be a total of 6 course reports requested each year.
			- 3 courses from previous course sets that were received. They will be asked to submit a shorter report. These will be the courses with large enrollments.
			- 3 courses that have not submitted a report previously. They will be asked for a more comprehensive report.
		+ Need to determine which courses will be requested each year for course reports. A list will be developed over the summer and emailed to panel members.
	* Review the use of rubrics and determine if revisions are necessary for GE Education Abroad and Service Learning categories.