ASCC Assessment Panel

Approved Minutes

Monday, September 16, 2013 12:00pm -1:30pm

110 Denney Hall

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

Agenda:

1. Approval of 4-25-13 Minutes
	* Hetherington, Soundarajan, unanimously approved
2. Overview of panel activities/assessment needs for the upcoming year and beyond
	* Long term goal
		+ Build a culture of assessment
		+ Reaccreditation during the 2016-2017 academic year. Likely to occur during autumn 2016.
			- Process for reaccreditation has changed.
			- There are 5 criteria with teaching and learning being the primary focus.
			- There is a specific emphasis on general education. All students should have certain kinds of experiences. Therefore, assessment of general education is very important.
		+ Need to start collecting data and start using it, while providing documentation for the whole process. Every goal that has been made public must be assessed.
	* Discussion
		+ Data that has already been collected
			- 50 GE course assessment reports
			- Education Abroad and Service Learning reports
		+ Conversion to semesters
			- Used assessment reports to inform the semester-based curriculum.
			- Made improvements to the assessment process.
		+ Going forward
			- Continue collecting Education Abroad and Service Learning reports
			- Need faculty involved in the development of the GE category rubrics.
			- In time for accreditation, about 3 years, collect data from at least half of the GE categories. This timeline would provide data on 6 GE categories.
			- Collect departmental reports as outlined in the assessment plan.
			- Course Reports
				* Change assessment method to a rubric. They don’t necessarily have to change how they are doing assessment. They will simply change how they are reporting using the rubric.

Should ask instructors in each course set to take the lead on developing the rubric. Need to let the instructors know up front, before they begin data collection, that they will be requested to assist with developing a rubric. If they would like to develop the rubric to use for their course reports that may be an option.

* + - * + Need to determine which courses to request reports from. The issue with assessing the top enrolled in courses is that you get a lot of students but reports are never received from smaller courses.
		- Next steps
			* Talk to Spanish & Portuguese and English to discuss departmental reports.
			* Request course set S1 reports & inform instructors of the plan to develop a rubric.
			* Have a follow-up meeting with those involved in reporting for course set S1 and departmental reports.
1. Update on meeting with the History department
	* They will focus on the Historical Study GE category and develop the rubric.
	* They will be attending an Assessment Panel meeting in November for a preliminary discussion.
	* The department will pilot this plan Autumn 2013 with a small set of courses. Using the feedback from the assessment panel and how the students responded they will be ready to apply this assessment plan effectively in the spring.