ASCC Assessment Panel

Approved Minutes

Monday April 18, 2015 11:30am-1:00pm

110 Denney Hall

ATTENDEES: Hogle, Krissek, Lin, Nini, Vaessin

Agenda:

1. Approval of 4-4-16 Minutes
	* Lin, Krissek, unanimously approved
2. Qualtrics Update
	* Seems to solve some of the submission concerns by requiring specific fields that are requested by the Panel.
	* Expected level of student achievement will be part of the survey.
	* Process for implementing
		+ Members of the Assessment Panel will test out the submission process.
		+ Could select a subset of units that have submitted course-set reports in the past to submit the same report through qualtrics and ask them to provide feedback on how qualtrics compares to the previous way of submission. Education Abroad instructors may be the best option to do this since they were required to use a GE assessment rubric.
		+ Should identify a few units from the next course-set reports being requested during Autumn 2016 to submit their reports using qualtrics. An additional meeting with these units can be scheduled to discuss qualtrics specifically.
3. Requesting missing reports after due dates
	* Send 3 reminder emails
		+ First email to the instructor.
		+ Second email to the instructor and the Chair.
		+ Third email to the instructor, the Chair, and copy Steve Fink with final deadline date. If the course is outside of ASC, copy the curricular dean.
	* After two semesters of not submitting a GE assessment report, send a list to Steve Fink with all courses and departments that have not submitted reports requested. Also include a list of reports that have been submitted.