

**Assessment Committee**  
**Meeting Minutes: September 3, 2021 – 1:00 PM, via Zoom**

**In attendance:** Chris Penick, Morgan Bridge, Denita Weeks, Suzie Garner, Rhema Zlaten, Jill Van Brussel, Richard Scott, Greg Baker, Christi Sanders, Lisa Friel-Redifer, Amanda Benzin (sitting in for Jill Van Brussel), Kristin Santos, Margaret Riley

**Not present:** Ana Berrizbeitia, Christopher McKim, Elizabeth Sharp, Suzie Garner, Rhema Zlaten, Gannon White, Richard Scott

**I. Call to order**

Denita Weeks opened the meeting at 1:00 pm.

**II. Approval of Assessment Committee Meeting Minutes from May 15, 2021**

(Sanders-Via / Baker) motion carried.

**III. Introduction to Assessment Process and Documents for new Committee Members**

**IV. New Business Agenda and Summary**

1. Plan for Fall 2021 (Bridge/Weeks)

a. (Weeks) Assessment Reports & Program Review Cycles will be reinstated

i. Department program reviews are due to the committee on 11/01/2021

ii. Plan to move the program review cycle to the right by one year (act as though AY 20/21 didn't exist)

b. Dr. Bridge will set up new assessment sub-groups once the Assessment Committee roster is finalized – watch for updates

c. (Bridge) Differentiation among course-specific SLOs, program-specific SLOs, and institutional SLOs

i. Analogy: What is the difference between these two pictures?



ii. The one on the left are the ingredients that make up the one on the right – so only one is a salad. The ingredients are part of the salad but the salad is greater than the sum of the individual parts.

iii. The ingredients are the **course outcomes** which are set by the instructor and consist of new knowledge building upon prior knowledge. The course outcomes are mapped to (or aligned with) the program outcomes but are focused on a specific knowledge topic.

iv. The salad represents the **program outcomes** which represents the summation of all topics across the program of study. The program outcomes should map to (or align with) the institutional outcomes.

v. The institutional outcomes ensure the university is producing well-rounded individuals that are not only knowledgeable in their field of study but also critical thinkers and good communicators among other things. I guess the institutional outcomes are like the dressing on top of the salad.

vi. Initiative: all syllabi should include the course SLOs (very specific), the program SLOs (broader but tied to program), and institutional SLOs (high level); should be included in such a way as to show the linkage between them.

d. (Bridge) – Webpage for program SLOs update: progress has been made putting program SLOs onto assessment webpage in an attempt to allow people to find them easily and see how we use the data to close the loop

i. Goal: at least have a prototype going by next meeting to show to group (needs more “closing the loop” examples – template on Onesite – Dr. Weeks to resend for access to new committee members

- e. (Bridge) – Continuation of Ethical Reasoning & Information Literacy SLO Reviews the Fall
  - i. Fall 2021 – Test pilot Ethics & Information Literacy plans. Departments should be implementing plans and collecting data.
  - ii. Dr. Bridge to send out a summary.
- 2. ESSL Assessment – reminder that Assessment Committee members are the “point person” for their respective departments
  - a. Remind those teaching ESSL courses that this assessment is beyond our “normal” assessment
  - b. Dr. Bridge to resend email to committee members that have ESSL courses within their programs/departments.
- 3. Assessment Committee for AY 2021-2022
  - a. (Weeks) Initiated vote through chat regarding timing of future meetings – especially regarding the idea of holding meetings similar to the Faculty Senate – at the same time on specific dates to make scheduling easier
    - i. Departments can select committee members based on availability during that meeting time and/or work with their committee members to modify teaching schedule in future semesters to accommodate meeting
    - ii. Dr. Weeks to send more information once results are fully collected and tabulated
  - b. (Weeks) Initiated vote through chat regarding format for remaining Fall 21 meetings – Zoom vs. Face-2-Face
    - i. Dr. Weeks to send more information once results are fully collected and tabulated
  - c. Officer position responsibilities – create more structured roles/responsibilities document for officer positions
    - i. Delegation of roles proposed by Dr. Weeks and modified by committee
      - 1. Chair
        - a. Lead assessment committee meetings
        - b. Prepare agenda for meetings
        - c. Completes year-end report to send to Faculty Senate
        - d. Corresponds with Faculty Senate Representative (sends meeting minutes)
      - 2. Vice-Chair
        - a. Run meeting when Chair is not able to
        - b. Attend Faculty Senate meetings for minutes approval when needed\*
        - c. Runs logistics of meeting set up: Zoom invites, Reminders, Scheduling
      - 3. Secretary
        - a. Record of meeting minutes from each meeting completed within 2 weeks of meeting and sent to Chair
      - 4. \* Previous officer, if still on the committee, would share the responsibility of the Vice Chair to attend the Faculty Senate Meetings
    - ii. Proposal ratified by motion (Penick) and second (Friel-Redifer)
  - d. Election of Assessment Committee officers for AY 2021-2022
    - i. Chair: Chris Penick (only nominee who accepted so no vote necessary)
    - ii. Vice Chair: Denita Weeks (no vote necessary)
    - iii. Secretary: Ana Berrizbeitia (only nominee who accepted so no vote necessary)

## V. Other Business

- 1. Future meeting dates & times for Fall 2021
  - a. 10/1/21: 2 to 3 pm
  - b. 11/5/21: 1 to 2 pm
  - c. 12/3/21: 2 to 3 pm

## **VI. Adjournment**

Meeting adjourned at 1:47 PM.

Submitted: September 03, 2021 by Chris Penick (Assessment Committee Chair).