**Assessment Committee**

*Meeting Minutes* from 1 p.m. - Oct. 6, 2022 - DH 312 Board Room

Present: Chris Penick; Morgan Bridge; Jeremy Tost; Ana Berrizbeitia; Lisa Friel-Redifer; Tom Walla; Geof Gurka; Margret Riley; Kristin Santos; Beth Branscum (via Zoom)

Not present: Jill Van Brussel; Suzie Garner; Adrian Herrera Escobar; Richard Scott; Rhema Zlaten; Elizabeth Sharp

1. September 2022 minutes approved

2. Up-to-date rolling assessment schedule (Penick/Bridge)

2022-2028 Handout (and also available on web, “Program Review Cycle”)

[Note (Bridge): Often changing, so make sure to check header for active dates.]

* Cycle 1, Program Review (AY 2022-2023)
* Cycle 4, 3-Year Reviews
* Cycle 6, 6-Year Reviews (to potentially modify Program SLOs based on previous reviews)

*Program Review Cycle*

Program Review (Program Review and Total Assessment Report)🡺

3-Year Review (Summary Assessment Report midway checkpoint of any Progress based on Main Program Review)🡺

6-Year Cycle (review/revise Program SLOs)

3. Subcommittee on Assessment Software (Van Brussell, Walla, Bridge)

* Contacts made at Univ. of Utah (have large Assessment group): Not using any particular tool but discussed integrating “Assessment Tools” within existing course software.
* Check option of using “Assessment Tools” on D2L at CMU?
* Gradescope?
* Discussion of mechanisms to integrate. Demo Student (Faculty submission account) for uploading scanned hardcopies if assessments are not digital.
* What is objective of software?
	+ (I) Optimize submission of assessment artifacts –currently does not exist, versus
	+ (II) Actual assessment of artifacts—currently set up via D2L for assessment groups

4. Assessment and Department Budgets (Bridge)

* Suggested to add a specific item box for “budgetary implications” for Actions Taken, e.g.,
	+ Reduce class size
	+ Add field experience (vans, etc.)
	+ Add sections
	+ New software/hardware/equipment
* Integrate with Budget Office to add evidence loop for process
* Vote of change to Program Assessment Document: specifically add “Budgetary Impact” line into Section 5 and/or Section 6: Motion (Penick); Second (Gurka); Passed without objection.

5. Closing the loop (Bridge)

Make assessment🡺implement intervention actions🡺

reassess🡺intervention modification?

* Discussion of the “closing the loop” philosophy and branding

*Closing the Loop?*

1. Identify a need through assessment
2. Propose & enact a policy/action to modify Program from the evidence-based data
3. Reassessment
4. Determine if policy/action changes result in a positive change

6. New/Other Business?

Delayed to next meeting: Assessment Focus: Quantitative Literacy (Bridge)

7. Action Items:

* Bring in someone from D2L to discuss options for assessment submission artifacts—maybe delay since new team recently built
* Draft “closing the loop” steps and branding (Penick, Baker,