**CMU Assessment Committee**

*Meeting Minutes* from 1 p.m. - Nov. 3, 2022 - DH 312 Board Room

* TASKS Shown in Red

*Present:*

Beth Branscum (via Zoom)

Greg Baker

Morgan Bridge

Jill Van Brussel

Lisa Friel-Redifer

Chris Penick

Jeremy Tost

Margret Riley (via Zoom)

Kristin Santos

Richard Scott

Elizabeth Sharp

Tom Walla

Rhema Zlaten

*Not Present:*

Ana Berrizbeitia

Adrian Herrera Escobar

Suzie Garner

Geof Gurka

1. Review and approve minutes from the 10/06/22 meeting

* Motion: Kristen Santos. Second: Beth Branscom. Approved.

1. Subcommittee on Assessment Software (Van Brussell, Walla, Bridge) – quick status update

* (Walla) Some update from IT on D2L, with planned meeting to get some information from IT on some existing potential modules (11/8)
* Generate a process map flow diagram . (Penick) Will generate preliminary prior to 11/8 meeting.
* (Van Brussell, Walla) Meeting on Nov 8th Scheduled--with rep from D2L)

1. Subcommittee on Assessment Circle Graphic (Penick, Baker, Riley) – quick status update

* (Baker Penick, Riley) Took first look at several options—draft to be sent around before next meeting to whole committee (Baker, Penick, Riley) for comments and then discussion at December meeting.

1. Team formation and folder structure (Bridge)

* Folders available on R: drive, organized in 2022-2023
* Teams 01-06 set up, with some minor modifications on team members
* Overview of process (Penick)
* All Team Folders to be populated (Bridge) by December meeting.
  + WHOLE COMMITTEE TASK:
    - Make sure you can access folders before the December meeting
    - Preview documents for errors before the December meeting

1. Point person for each Essential Learning (ESSL) course (Bridge)
   * Discussion from ESSL Committee. Challenges: How to get data back to faculty who teach those courses (adjuncts, etc.)
   * Set up point person for each ESSL course (non-adjunct, or also longer-serving adjunct)
   * WHOLE COMMITTEE TASK:
     + Identify point person in your Department for all ESSL courses (may be more than one person and/or one person for more than one course)—recommendation(s) sent to Dr. Bridge
2. Closing the loop (Bridge) –
   * Details coming in from Programs, keep it coming!
   * Critical currently for HLC review
3. New/Other Business
   * Looking forward:  December meeting – training on assessment
     + Refresher Training plus additional Training for newest members in December (Penick)
   * Assessment Focus:  Quantitative Literacy (Bridge)
     + Difficult to assess
     + Math Dept working to make ESSLs more directed to quantitative literacy
     + In Spring, planned workshops for non-quantitative disciplines to help to focus on quantitative literacy (not specifically “math”)
     + Work on changing perspectives for both students and faculty about what “quantitative literacy” actually means—life skills, etc.