**CMU Assessment Committee**

*Meeting Minutes* from 3 p.m. - March 3, 2023 - DH 312 Board Room

* *TASKS to progress as discussed by committee* ***Shown in Red***

*Present in person (y); Present via zoom (z); Not present (x)*

Greg Baker y

Ana Berrizbeitia y

Beth Branscum y

Morgan Bridge z

Jill Van Brussel x

Adrian Herrera Escobar y

Suzie Garner y

Geof Gurka x

Chris Penick y

Lisa Friel-Redifer y

Margaret Riley y

Jeremy Tost y

Kristin Santos y

Richard Scott y

Elizabeth Sharp y

Tom Walla x

Rhema Zlaten z

1. Approval of minutes from the 2/03/23 meeting (approved)
2. Assessment Status Updates
	1. **Team 1** – Berrizbeita, Branscum, Van Brussel
* 25% finished. **Plan in place for finishing by 3/17/23** (Friday before Spring Break)
	1. **Team 2** – Friel-Redifer, Baker, Herrera
* 100% finished
	1. **Team 3** – Gurka, Riley, Penick
* 85% finished. **Plan in place for finishing by 3/17/23** (Friday before Spring Break)
	1. **Team 4** – Sharp, Garner, Scott
* 99% finished. Just need access to upload to R: drive (email to Morgan meanwhile)
	1. **Team 5** – Walla, Santos, Zlaten
* 50% finished. **Plan in place for finishing by 3/17/23** (Friday before Spring Break)

Other Comments:

* Perhaps we should be more explicit of what suggestions should be addressed (accepted/rejected/modified) from the 3-year assessment in the later 6-year assessment.
* Some mismatch between rubric and Program SLOs.
* Always keep in mind that we are (often) not experts in the fields being assessed by Teams, so instead of necessary changes perhaps emphasize the specific.
* Discussion in figuring out a way to recognize CMU SLOs (description and order/numbering) when having them written out in the provided assessment documentation.
* What are benchmarks? Perhaps we should have some guidance. Benchmarks could be standard score (3 out of 5), basic percent (e.g., 85%), some improvement (scores grow 2% per year on average).
* **Whole Committee: Need to continue to check that benchmarks exist and are clearly defined.**
1. Pilot Studies – Timelines and Scope (Walla, Baker)
* GEOL (Baker): Now have faculty agreement on working to use common (HLC approved) rubrics for not only Essential Learning but also Program SLOs. Now have faculty agreement on generating (where possible) a standard assignment for particular SLOs run in different courses through D2L. Various assignment are in the works, and can be shared in future meetings (but likely Fall semester).
1. OneDrive/Teams form for collecting assessment data (Sharp)
* Form presented to the committee. Noted that the example was for only one program outcome.
* Same information as current form.
* Currently form does not “require” text in all boxes (but can be fixed).
* Also has a spot to attach documents (the submission from Programs)
* Completed for submitted to MS Excel spreadsheet, and can to mail merge to put into different file format (would only take ~5min)
* Discussion about process of working as a group on the form—not quite a synchronous form
* Potentially the form can email back a copy of the submission to the Program
* Might be other software platforms: Microsoft Access, Google Docs (not paid for by CMU), etc.
* **Whole Committee: Decision tabled. The committee has some time to work this out until next review in Fall.**
1. Assessment Circle Graphic (Penick, Baker, Riley) – make committee decision to use with 2023 feedback
* Tabled for time.
1. Point person for each Essential Learning course (Bridge)
* **Whole Committee: Press Program Coordinators and faculty to get this list together and submitted to Morgan as soon as possible.**
1. New/Other Business?
	1. Next meeting April
	2. Assessment Days – 3/31 and 4/07 from 1 – 3 pm
	* $150 per sessions stipend—let people know they can do one or both sessions.
	* **Whole Committee: Recruit colleagues if committee members cannot make one or both.**
	1. Committee’s perspective of the culture of assessment on campus
	* Tabled for time.
	1. Capstone Courses – use for overall final assessment of Institutional SLOs
	* Tabled for time.

**Adjourned 4:06pm**