**CMU Assessment Committee**

*Meeting Minutes* from 3 p.m. - April 7, 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 x

Beth Branscum y

Morgan Bridge z

Jill Van Brussel y

Adrian Herrera Escobar y

Suzie Garner x

Geof Gurka y

Chris Penick y

Lisa Friel-Redifer x

Margaret Riley x

Jeremy Tost x

Kristin Santos x

Richard Scott y

Elizabeth Sharp x

Tom Walla y

Rhema Zlaten x

*The agenda for this meeting*

1. Rollcall and review/approve minutes from the 3/03/23 meeting
2. Assessment – Lessons Learned (Penick)
   1. **Objective 1** – Capture lessons learned / best practices

* Overall methodology strategies for TEAMs:
  1. For teams with three with three+ assessments, each team member took lead and produced an initial document then cross shared with other group members
  2. Other teams all met live in person (or via Zoom) and completed the evaluations in person
* Thoughts on “best practices”? See to be some agreement that some form of “in person”
* Would be useful to have a sharable R: drive folder
* Benchmarking discussion
  1. **Objective 2** – ID assessment for the spotlight on our website
* Committee recommends to modify web spotlight to include specific components of assessment in more than one Program in addition to/instead of highlighting the entire assessment of a just single Program. Motioned (Rhema), Second (Kristen). Motion carried unanamously.
* **May meeting come prepared with a highlight, and action, and/or an SLO from the reviewed Programs by each TEAM.**

1. Update(s) on 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. Collecting & Processing Assessment data
   1. **Objective**– Begin winding down discussion and ID path forward

* In progress.
* Opportunities exist to some software, but…
* Best path to use D2L (since we already have it). **Dr Bridge will explore over summer.**
* Still working on generating an updated form

1. Assessment Circle Graphic (Penick, Baker, Riley)
   1. **Objective 1**– Obtaincommittee approval of graphic to use beginning in Fall 2024

* Motion to approve as a graphic representing the assessment process at CMU (Baker). Seconded. Discuss: Into handbook, on web site, in training materials. NOT a logo, but a useful graphic. Vote approved unanimously.
  1. **Objective 2**– Catchy Graphic (or jingle), should we get this broadcast in the Fall with posters, etc.?
* Tabled.

1. Last Call on Point People for each Essential Learning course (Bridge)

* Tabled.

1. Committee’s perspective of the culture of assessment on campus (Bridge/Penick)

* Need for possibilities of “benchmarking” to get to Programs
* Need to link misalignment of verbs with what was being assessed by Programs
* Address whether assessment should be at multiple levels? Or just upper-level mastery?
* Do we need to build videos, etc., to provide to Programs? Or instead should we do Program-specific training?

1. New/Other Business?
   1. Capstone Courses – use for overall final assessment of Institutional SLOs

* Tabled.
  1. Committee obligations
* Tabled.

**Adjourned 4:03pm**