**CMU Assessment Committee**

*Meeting Minutes* from 3 p.m. - Feb. 13, 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 x

Jill Van Brussel y

Adrian Herrera Escobar y

Suzie Garner y

Geof Gurka x

Chris Penick y

Lisa Friel-Redifer x

Margaret Riley z

Jeremy Tost y

Kristin Santos y

Richard Scott x

Elizabeth Sharp y

Tom Walla y

Rhema Zlaten x

1. Rollcall and review/approve minutes from the 12/01/22 meeting
	1. Approved
2. Subcommittee on Assessment Software (Van Brussell, Walla, Bridge)
* General overview about the purpose of this discussion:
	+ Discussion began from a way to help departments move away from inputting/calculating data by hand into the Microsoft Word “text boxes”
	+ Faculty generally dislike generating assessment instruments and students’ assignments
	+ Our committee is looking for ways to make this process easier on—
		- Front end—specifically collecting data from faculty
		- Back end—collating data and assisting with assessment process
	+ D2L or other software?
	1. Pilot studies (in using D2L geology, biology, etc.) status?
* [Contact: Liz Prickett in Distance Ed]
* Biology faculty formulating plan [Walla]
	+ General agreement
	+ Some faculty didn’t like to have D2L folder “forced” in to their D2L course (may be a problem when course copying for each new semester)
	+ **Timeline? Scope? [Walla]**
* Geology faculty agreed to begin work on this—beginning to formulate plan [Baker]
	+ The focus will be on the FRONT END of this process
	+ **Timeline? Scope? [Baker]**
* Kinesiology [Sharp]
	+ The focus will be on the BACK END of building the narrative of the results of the process
	+ **Build a new OneDrive form? [Sharp]**
1. Subcommittee on Assessment Circle Graphic (Penick, Baker, Riley)
	1. Unveil new graphic and explanation
* Initial idea (Penick) EDUCATE cycle
* **Committee should look over initial idea and be able to discuss next meeting [ALL]**
1. Point person for each Essential Learning course (Bridge)
* **If have not yet, send point person for each Essential Learning course in your department to Morgan [ALL]**
1. Training – How to address in the most economical fashion?
* **Video of Zoom training from 2022 to be sent to group [Penick]**
* **Contact Team members, make a plan, copy Chris Penick for training [ALL]**
1. New/Other Business?
	1. Looking forward:  March meeting – schedule
* **ASSESSMENTS Completed by each Team by March meeting [ALL]**

**Adjourned 4:00pm**