**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**