**Assessment Committee**

*Meeting Minutes* from 1 p.m. - Sept. 6, 2022 - DH 312 Board Room

I. May minutes are approved

II. Introduce new members

III. Qualtrics update - we might be up for some funding through the VPs office for purchasing real software to do assessment work - software used by other institutions.

     - HLC - we are writing this year to prepare for an HLC visit next year

     - 10 years between site assessments - so we would like to be ready to roll with new processes/software for assessment work

     - Has anyone worked previously at an institution that used a particular assessment softare?

     - Elizabeth - There are some options to explore in OneDrive

     - Chris - Create a D2L course shell for the committee that all members can have access to.

     - Encouraging departments to create a D2L shell for organizing/maintaining assessment? Biology has one currently

     - Forming a sub-committee to research possible products/software for assessment - information gathering and determining feasibility for each one.

            - Who are the names for this committee? Jill, Tom, Jeff

            - Two programs to start with - Watermark and BrightSpace

IV. Goal for the whole committee - what is a good assessment? Defining our processes more clearly

V. Future business to come back to:

* Future trainings - Roping in each ADH to determine who should come from departments to be trained in assessment quality; strategize around who should be trained; how do we get best practices out to a broader audience.

VI. Motion to establish an assessment software committee with Jill, Tom, and Jeff - approved by the committee

VII. Changing to story on assessment video that we created last year - we previewed it during the meeting

* Would we want to release the movie out?
* Needed at the end - CMU logo/credit
* Dr. Adrian Herrera, composer
* Greg Mikolai
* Dr. Rhema Zlaten and Dr. Chris Penick, script writers and producers
* Dr. Bridge and Dr. Haas, interviewed
* Produced by the Assessment Committee at Colorado Mesa University

IX. Next video ideas/or trainings of some type  - Maybe how we assess specific materials, and a training material around Closing the Loop?

X. We bypassed quantitative literacy for next time

XI. We looked at a Closing the Loop form from Dr. Bridge for departments.

* Assessment really does need to be a department-wide conversation, in addition to a point person. It is not just for one person; encouraging everyone to participate. How do we bring departments together to have these big picture conversations about making the department better?
* Closing the loop - If all we do is collect data and it all just sits on a computer, we need to come up with ways to help departments step back and see progress and process. This form will also provide information for use university-wide.
* She would like every program to fill this out in the next couple of months
* Go back from here, to wherever we need to close the loop - from today to the last time the program made changes according to the program review.