In attendance: Richard Scott, Greg Baker, Chris Penick, Morgan Bridge, Rhema Zlaten, Christie Sanders, Margaret Riley, Adrian Herrera Escobar, Denita Weeks, Lisa Friel-Redifer, Suzie Garner

Not present: Ana Berrizbeitia, Elizabeth Sharp, Jill Van Brussel, Kristin Santos

Call to order: Chris Penick opened the meeting at 8:00 am.

I. Approval of Assessment Committee Meeting Minutes from March 3, 2022
   (Riley/Weeks) motion carried.

II. New Business Agenda and Summary
1. Assessment Status:
   - Team 1: Elizabeth and Denita and Rhema
     · Double complete (picked up 3yr Report)
   - Team 2: Chris P. and Margaret and Adrian
     · Remaining: Program Review (Spanish) & SLO (MSN)
   - Team 3: Christi and Lisa and Kristin
     · Remaining: 3yr Review (Practical Nurse Program)
   - Team 4: Ana and Suzie
     · Remaining: Status?
   - Team 5: Greg and Jill
     · Remaining: 3yr Review – HIST (waiting for sub-team review)
   - Team 6: WCCC and Morgan
     · Remaining: Making progress (baby-steps)
   - Challenge – complete by May meeting
   - Reminders and Follow up:
     · When complete, send what you would save to the “Z Committee Feedback” folder to Dr. Bridge to have her save it in the folder.
     · Can elective courses be used to assess SLO? Tabled for a future meeting when Dr. Bridge is available.
       - It is usually not a good idea to use electives if only some of the students will take it. It is not always the case. Two instances discussed where it may be OK: if a program has an instance where a set of elective courses can be used in concert to assess a single SLO. Or an elective that almost all students take it anyways.
       - It is good to note these things when we find them in an assessment.
   2. Sub-committee: Qualtrics and/or D2L
      - Christi has been working on learning Qualtrics – still a good place to gather the data and combine it with a D2L course shell to make it user-friendly.
      - Addresses issue(s) with re-sizing input boxes and formatting for those filling out the assessment data for each department
      - Examples, forms, videos can be there for helping new users
      - Can produce quick numerical – across the board, how are of our departments meeting their assessments; helpful in the overall CMU assessment.
      - Will this make Dr. Bridge’s job easier/better or add more trouble at her level? Easier reporting? Easier checking?
      - TrackData – may be a gold standard to look at for features

3. Changing the story on Assessment
   - All video was edited and just needed an intro slide – will forward to Adrian for soundtrack when it is ready

   - Greg – spotlight History – happy to take what History has as executive summary and send to Morgan for posting on the website, no dissenting votes

III. Other Business
   - Richard Scott to replace Chris McKim on Team 4
   - Adrian: Before the end of the semester/summer – do an in-person meet-up to meet everyone that is new to the committee

IV. Adjournment
   Meeting adjourned at 8:39 am.
   Submitted: May 03, 2022, by Chris Penick (Assessment Committee Chair).