Minutes 4/10/24

Attendees: Don McDonnell, Christy VanRooyen, Jessica Leubers, Krista Beaty, Andie Fultz, Rachel Hanan, Carrie Dickson, Rachelle Barrett

1. Follow up from Academic Council presentation
	1. Chairs would like access for their program coordinator to DFWI department level data
	2. Provost and Dr. Afjeh want to remind departments that assessment needs to be a collaborative department wide effort, not done by just a few. Chairs commented that a single person was only necessary to submit the report not in the production of the data for the report.
	3. Start date for the AVPAE is summer (July) those present during the summer let Rachelle Barrett know so she can make sure you get invited to a meeting with the AVPAE when he arrives
2. Senior Exit Survey name needs to change in order to get it on the registrar’s graduation checklist. New name: Senior Institutional Evaluation Survey. Should be changed for next academic year.
	1. Seniors should be reminded to take the survey in a senior level capstone course. Chairs have been encouraged to do so.
3. Contacts for next year to be updated by Don McDonnel and Carrie Dickson in the file in the teams drive. Contacts include chairs, programs that are phasing out or in, and program coordinators. [Master List - Program Assessment Reports.xlsx](https://oregontech.sharepoint.com/%3Ax%3A/s/AcademicAssessment2/EVnRCX-gcsZDl7tQqEtCwXEBwSjSmPuYJsrI56UyGDy2Cg?e=R3P4Xt)
4. Board meeting update, Geomatics and another department will be undergoing ABET review in this coming academic year 2024-25
5. Rachel Hanan to create new Canvas shell for 2023-24 academic year reporting
	1. Peer review training worked well in person this year, should aim to do this again, with one person leading and one person for IT assistance
	2. Canvas shell should stay with new templates
6. Qualtrics survey to be sent to Chairs every fall collecting program intention data- Christy to build
	1. Who to submit report/needs access to Canvas shell (get loaded into shell and reminder emails)
	2. Who needs DFWI program data access (coordinate access with Farooq and Provost)
	3. Who is collecting ISLO data (get invited to training sessions)
7. ISLO updates
	1. CT committee has met and completed Teamwork Rubric update, still working with Com department to update Communication rubric. Will schedule special session at Convocation on how to collect this data 24-25 using Canvas tools.
	2. DP committee needs to meet after rubrics discussion between Jennifer and Rachel H
	3. QLIA committee will be included in Basic Program Coordinators training to ensure faculty know tools for collecting data from this year’s classes
8. Program Report feedback
	1. Chairs will be loaded into 21-22 shell to be able to view feedback. Rachelle and Rachel to make sure all rubrics are entered.
	2. Announcement will be sent via the course shell regarding how to view feedback and that reports will be loaded to assessment outward facing website May 1.
9. Program Coordinator basic training 2 sessions held 2 hours each. 1 in morning 1 in afternoon. Invites have already been sent. Will be done online unless low attendance merits another session.
	1. Group project with this committee on what information to present and who to present it. Andie to help Rachelle start the organization of shared slides.