Meeting Minutes for Assessment Executive

Date: Friday March 15 9-10am

Attendees: Christy VanRooyen, David Johnston, Don McDonnell, Carrie Dickson, Gary Lomprey, Cecily Heiner, Andie Fultz, Rachelle Barrett

1. AVPAE candidate accepted position. Start date TBA
2. General Education – Need to have clear expectations on what a foundation level course is, to evaluate if newly developed classes are considered “Gen Ed”
	1. Foundation, Practice, Capstone guidance is in section 3 of program review template. Does it need more clarification?
	2. Charge for ISLO committees next year – look at Rubrics (meant for Capstone level) determine what Foundation level is.
3. Program Assessment report template – thoughts to include a summary that answers commonly asked questions from administrators as an “executive summary”. General feeling of disappointment that administrators aren’t looking at our reports.
	1. Action Item: Rachelle to add to template
	2. What are the top 3 continuous improvements your program has made in the last year, and what evidence/data did you use to make those changes? (For example: hired faculty, purchased more equipment, curriculum changes, etc.)
	3. Provide 3 examples of student achievement in your program over the last year. (For example: graduation, persistence, retention, DFWI rates, presentations, participation in student competitions, etc.)
	4. Provide 3 examples of student success stories for your program over the last year. (For example: job placement, published papers, paper or poster presentations, participation in student competitions, industry impact, etc.)
	5. Describe your efforts so far in closing equity gaps in your program? How have you assessed and identified equity gaps? What does your disaggregated data show? What actions have you taken to help students achieve their potential (For example: project-based experiences, inclusivity exercises, TILT assignment instructions, etc.)?
4. Surveys –
	1. End of course surveys are easier to opt out from if you proved Carrie the CRN.
	2. A Work group from Faculty Senate is exploring non quantitative measures of instructional success
	3. Need a new name for Senior Exit survey to get it on the Registrar’s list. The financial aid one is called that.
5. Scheduled upcoming academic presentations: Academic Council April 9th at 2-3pm (15 mins) ; Assessment Coordinators Training (2hours) Wednesday 24th or Friday 26th 1-3pm?
	1. Topics to cover with Academic council -NSSE opens in April for Freshman and Seniors, Incorporating Senior Exit Surveys into a Capstone course, Reminder about ISLO collection this year, Program Coordinator’s spring meeting, preliminary data from submitted reports
6. Action Item: Prepare for Spring Term meetings. Make sure your calendars are up to date for spring meetings to be scheduled.