

Meeting of the Assessment Executive Committee

Date: 10/16/24 10-11

Attendees: Linus, Cristina, Jeannie, Cecily, Rachelle, David J., Andie, Christy, Naga

Minutes:

1. Welcome Members and Introductions
 - a. AVPAE goals – Dr. Linus Yu
 - i. Track the Program Assessment Reports Submission
 - ii. Implement the Program Review Process with the help of this committee. Process still with Provost. This committee will get to review it when available.
 - iii. Go to NWCCU conference to get ideas of what regional universities are doing
 - b. ISLO and Exec charges
 - i. CT committee is in collection year. Need to get information out to faculty on how to collect data.
 1. **Canvas Outcomes tools** are available with updated rubrics on Communication and Teamwork. Roll out will be phased so that faculty are informed that they will be collecting using Canvas next academic year. Christy developed training which was presented at OTET. A second faculty-wide training session will be offered on Nov 14th 3pm for anyone to attend. Then Christy can visit programs as invited. The committee is encouraged to discuss use of these tools with specific general education courses in communications and teamwork in winter to pilot Outcomes collection and then work with Carrie Dickson on what data is produced from this collection and how it can be viewed by faculty and administration. Spring term will see additional training based on viewing the outcomes data in the foundational courses in preparation for next year's use.

Task: Christy to present training on Nov 14th 3pm

Task: Rachelle to send out invite and reminders to chairs by end of week

Task: CT committee to identify instructors in general education courses to receive Canvas Tools training for Canvas collection in Winter term courses.

2. **CLO Worksheets** will still be in use for collection by term this academic year. Faculty should use these to collect real time data two weeks after the term ends to demonstrate that data is being collected to accreditors set to visit in April 2025.

Task: Rachelle to remind chairs that CLO worksheets still need to be used in chairs email at end of week.

Task: Dr. Yu to determine what further information is needed to support April NWCCU visit.

3. Dr. Yu to check for an additional committee member from the communications department Kevin Brown, or Ian King(?) to join this committee. Christy to follow up with Jerime Kellerman from natural sciences.

Task: Dr Yu and Christy to followup with Krista Beaty after discussions with interested faculty members hopefully by end of next week.

- ii. DPE Committee should be working to get the DP rubric current, to create a Global rubric if needed, and to update the ER rubric. These need to be uploaded to Canvas Outcomes by Carrie Dickson or designee by Spring term. For use in collection 25-26 academic year.

Task: Committee meet with Carrie Dickson when ready.

- iii. QLIA Committee may or may not have any data to look at regarding Canvas outcomes. The rubrics were loaded, some individual faculty members added the data it may be viewed with Linus or Carrie's help. Once the reports are submitted at end of October. The reports submitted in the previous year should list which courses are expected to submit QLIA data in these reports, the committee may use that as a guide. A report discussing data and trends on QLIA should be completed by the April visit.

Task: Committee to look at reports from 2021-22 in Teams. Followup with Dr. Yu on reporting method as needed.

2. Previous Projects

- a. Senior Exit Survey reminder was sent to all chairs yesterday. A followup reminder about program assessment report due dates and with the training invitation will be sent end of this week.

Task: Rachelle to followup with Carrie.

3. Faculty Feedback you're hearing

- a. MLS program noticed that Canvas is only retaining 2 years of student data post graduation. This program is a 1 year program and cannot pull Canvas data from 3 years ago for assessment. Rachelle to follow up with Carrie to see if this can be extended to cover the 3 year assessment cycle. Once we know, a notice will be sent to all programs

Task: Rachelle to followup with Carrie

- b. Bring questions and comments you're hearing from faculty to the next meeting.

4. Wednesday mid-morning meeting may not work for everyone. Get your outlook calendar's up to date so I can look for a better meeting time. The goal to meet middle of the month each month unless we need more meetings to accomplish goals.

Task: Rachelle to reset calendar invite by next month.