Academic Assessment Council

# Meeting Minutes

07 December 2022

In Attendance: Ashley Charsha, Chuck Collins, Betsy Gullet (representing Charlie Cwiek), Heather Hartman, Michael McFall, Laura Miller, Barb Murphy, Elizabeth Pemberton, Paula Schaefer, Virginia Stormer, Kathleen Thompson

* Welcome and Introductions
* Institutional Effectiveness Unit
* The IE unit was created by the Provost, adding the OIRA assessment staff to accreditation and adding an additional staff member
* With this change, program assessment will be moving toward a new hands-on pre-/post-assessment approach. Ashley Charsha will be spending more time dedicated to program assessment activities, adding proactive support.
* An Academic Program Specialist (APR Coordinator) is being hired, who will also have a role in assessment of Gen Ed. The search committee is up and running.
* We expect a February launch on the websites for the IE unit and the new IRSA (formerly OIRA). Paula suggested the IE site needs a page that explains how to use the software, shows assessment timeline, cycle, etc.
* Assessment Day/Meta-Assessment Process Feedback
	+ Survey results from Assessment Day participants (n=12/40, 26 returners, 14 newcomers) were reviewed. Overall, results were positive; participants would recommend the process. Only one was dissatisfied, but no details as to why.
	+ Scoring and assessment in small groups was the favorite session, again, and participants found the morning session on review of resources least useful. We agreed it is still a good refresher, even for returners, in addition to the Canvas training they were provided. Some newer reviewers were overwhelmed and appreciated being paired with experience raters.
	+ Good feedback from reviewers during check-ins post-review. It was recommended that we provide more explanation of extended cycle and explain the target audience for review.
	+ Materials sent after Assessment Day are very helpful.
	+ Suggestions were requested for future training offerings. The following were suggested:
	+ Why assessment matters
	+ Report writing session. In spring, ASC offered a workshop (Mini-Assessment Day) re: how reports are reviewed (for writers).
	+ How to interpret scoring on feedback report
* Regarding meta-assessment review, Kathleen mentioned the timing is difficult (assessment reports due by Sep 15), especially for 9-month faculty. Could it be pushed back to the end of September? Maybe 3 weeks after the start of classes? Chuck suggested Assessment Day could be scheduled before the report due date.
	+ Kathleen added that, when reviewed, sometimes the SLOs are written correctly but aren’t appropriate for the level of the program
* Feedback Reports
* Paula suggested we need a way for programs to acknowledge the receipt of the feedback forms and a way for them to respond to their SLO feedback to 1) offer defense/explanation, 2) appeal scores, and/or 3) seek clarification or help.
* Perhaps send out a survey in the spring to see if departments need any assistance
* Kathleen added we might be missing a step, where departments would receive some feedback prior to the Associate Deans seeing results.
* Chuck suggested, for the Associate Deans meetings, include best practices for how to use the reports, identify what’s important on them.
* 2025 SACSCOC Reaffirmation
	+ 2021-22 & 2022-23 assessment reports will be included in the SACSCOC Compliance Certification report. We will be submitting our report in September 2024, before the results are in for the 2023-24 academic year.
	+ Seeking improvement is critical; more important than documenting improvement is showing that we are continuing to seek improvement, closing the loop.
* RFP for New Planning Module
	+ The RFP process for an assessment software program is ending, and we will very likely be using the new program for the next assessment cycle. More information and training will come.