Academic Assessment Council

Meeting Minutes
25 October 2023

In Attendance: Katherine Ambroziak, Chuck Collins, Kathleen Thompson, Misty Anderson, Betsy Gullett, Michael McFall, Ashley Browning, Ashley Charsha, and Heather Hartman

- **Assessment Day**
  - Held every year to involve faculty in meta-assessment
  - 37 faculty on Assessment Day; 1 dropped.
  - HelioCampus platform was new this year so demonstrating how to work in the system was highlighted.
  - Evaluation results and discussion (Ashley Browning)
    - ASC will consider feedback about attendance requirements for returners

- **Reviewing Assessment Report (Ashley Charsha)**
  - We have 19 teams, two are completely done.
  - Drop-in sessions are set up, one this afternoon.
  - Deadline is Tuesday October 31.
  - Feedback out by November 30, 2023. Report writers will receive email notifying them of feedback report.

- **TNVoice Evaluations (Michael)**
  - Migration to HelioCampus
  - Reports from Anthology are being downloaded and will be available. Please allow two weeks.

- **Dean and Department Head Evaluations (Michael)**
  - Deans launches in early November
    - Chuck, “New deans – not sure how to evaluate.” Review the person in the position, regardless of the time. Katherine, “A new person inherits some of the feelings toward the previous dean’s work. Maybe should not be considered valid?” IE will investigate further.
  - Department head launches in March
  - Chuck, “How long is the review for?” The current year. Changed our timing to deliver results in April.

- **New Assessment Reporting Cycle (Ashley Charsha)**
  - The Assessment Steering Committee has talked about this for several years. With the annual cycle, it is a lot of work for faculty each year and it is difficult to see results and consider action.
  - Discovered the triennial cycle Christopher Newport University uses and talked with their SACSCOC Liaison. SACSCOC requires regular reporting. CNU had only one reviewer who had an issue with this cycle. It should work well for us, as we are hands-on.
  - Implementation beginning in 2024-2025
Everyone submits reports 2023-2024.

One-third of programs will report each year of the cycle. Eliminates the need for extended cycle. Years 1 & 2 to collect, analyze, and report in Year 3. Some update reports would be submitted to document ongoing data collection.

Much discussion on the collection of data and which years to collect.

The consensus was to collect data for two years, report out in the following fall term by December 15 and then have the following spring term to implement changes. The collection cycle would begin again in the following fall term.

Betsy, “Intent here is good...trying to give some relief to programs that find the process of reporting burdensome. Also trying to give some relief to reviewers. We want to get everyone into the practice of collecting data every year and doing some reflection on what has happened. But, in terms of a full-blown analysis, do that every 3 years.” Yes. Michael, “Trying to provide time to think about impacts.” Chuck, “Collecting data each year makes sense.”

A question was brought up about when the progress reports would be due. The consensus was to keep those due in September with the final analysis happening in December of the third year.

**Quality Enhancement Plan (QEP) Update**

Meeting tomorrow morning to discuss feedback on the themes thus far. Identifying needs for additional data. Discussing the process to arrive at a final topic by the end of the semester. Have broadly shared the survey opportunity to participate in QEP topic selection. Listening sessions are being offered for people to discuss possible topics.