

ASSESSMENT COMMITTEE MEETING MINUTES  
Thursday, October 11, 2018 2:30 p.m. to 3:30 p.m.  
Memorial Union-Cottonwood Room

**In attendance:**

Vickie Kelly (Chair), Cat Jaynes (administrative support), Cindy Nebel, Louise Krug, Debbie Isaacson, Melanie Burdick, Tom Hickman, Christa Smith, Amy Memmer, Gloria Dye, Nancy Tate, Sarah Cook

**Introduction of new Academic Effectiveness Analyst**

Vickie introduced Christa Smith to the committee and the committee introduced themselves to Christa.

**Plan/Report Discussion**

Plan and report ratings have been completed. The total number of plans reviewed was 72 and the total reports reviewed was 69. There were fewer reports submitted this year than plans because new plans were being implemented. More programs are revising their plans based on committee feedback. This is the highest number of plans we have received thus far. A PDF of plan and report evaluation ratings will be sent to programs in the next couple of weeks. Vickie and Cat will then compile a comparative report.

**Assessment Extravaganza**

This year's extravaganza will highlight assessment planning and reporting (program assessment). There will be no poster sessions. We will have quick, overview roundtable sessions and create a booklet for participants. Participants will be able to choose which tables they want to join. Michael Gleason from the Leadership Institute has volunteered to present a roundtable on Multi-Institutional Survey of Leadership (MLS) results. There will be a workshop luncheon to go over MSL results scheduled for the end of February.

**Vickie asked committee members to perform the following extravaganza planning:**

Debbie - collaborate with Bobbe Mansfield, an assessment grant recipient, to present grant results at a roundtable

Amy - collaborate with Melanie Worsley and the Criminal Justice department to present assessment grant results at a roundtable

Tom – present at a roundtable on closing the loop and what it means

Melanie - present at a roundtable the Communication Studies assessment plan revision process

Gloria - collaborate with the Education department to present at a roundtable on why their department implemented more plans and reports in 2017-18

Christa, Louise, and Sarah - present at a roundtable on identifying and utilizing stakeholders

Cindy - present at a roundtable on the Psychology department's assessment grant results

A one page overview of your roundtable presentation will be included in the booklet and given to participants. The one page overview is due to Cat and Vickie by January 15, 2019. We will release copies of the assessment report at the extravaganza.

**Status of ETS testing**

Christa has started on ETS Quantitative Literacy Assessment. It is a non-proctored assessment that seniors can complete on their own time. Christa explained that all seniors will receive an email next week inviting them to register through Eventbrite to complete the assessment. After registering, seniors

will receive a separate email with the assessment link and the assessment will take about 45 to 60 minutes to complete. Seniors will have between October 24 and November 21 to complete the assessment. Seniors will receive an electronic Starbucks gift card for participating. Extra credit can be offered as an incentive for seniors that take the assessment. Faculty can contact Christa for a list of students that completed the assessment. A second longer testing window will be open in the spring. The goal is to have 250 seniors take the assessment.

**Watermark**

The university purchased the Watermark products, Learning Management System (LMS) and Aqua. LMS and Aqua are integration tools that work with D2L and will help to create a seamless assessment process. These tools will eventually take the paper plans and reports into an automated system. After completely implemented, faculty will be able to go into the background and pull assessment reports.