EMPORIA STATE
U N I V E R S I T Y

STUDENT LEARNING ASSESSMENT COUNCIL
Minutes
February 23, 2018
3:00 – 4:30 p.m.

Members Present: Ellen Hansen, Cynthia Kane, Lendi Bland for Matt Seimears, Shawn Keough, Roberta Eichenberg, Michael Smith, Stephen Catt, Kim Simons, Brian Hollenbeck, Roy Briggeman, Kevin Rabas, Alfredo Montalvo, Jessie Stallings, Linda Adams-Wendling, Rich Sleezer, Zeni Colorado-Resa, and JoLanna Kord

Members Absent: Sarah Sutton, Joan Brewer, Dan Stiffler, Jim Persinger, Gary Wyatt, Alan Comstock, Lynn Hobson, Paul Luebbers, Tim Burnett, and Mark Daly

1. The Minutes for the January 26th meeting were reviewed. Kim Simons motioned, and Brian Hollenbeck seconded to approve the minutes. No Discussion, Vote take via hand vote, all approved, no abstentions.
2. Announcement: Assessment Champions Nominations to open. An email will be sent out to SLAC with the link to the nomination form, along with a campus communication with the embedded link. All SLAC were encouraged to nominate those deserving of the award from their respective areas.
3. Update on Assessment Workshops – Sign Ups. The workshop notifications have been sent out on campus communication, new faculty were personally invited, and the faculty enrolled in the Assessment Course were sent an announcement invite. So far, we have faculty signed up for each of the 5 workshops. SLAC were encouraged to continue to inform their faculty of the workshops that are designed to assist in learning how to assess their courses. All faculty are required to assess their courses, the workshops are a way to assist in leading these endeavors.
4. Student Success Metrics – Multiple Year Review – Use for Assessment Report Updates – Jo reviewed the tool that was created for all academic units to be able to use data to inform their assessment reports and student learning improvement strategies. The file was shared via the OneDrive-Emporia.edu and it will also be uploaded in the Planning modules in the Department Level Assessment Plans. If anyone would like an additional overview or has problems locating the file, please contact the Office of Institutional Effectiveness. These metrics can be used to support the annual and two year reports for the 5-Year Program Level Assessment Cycle Plans.
5. HLC General Education Workshop – update, three of the team members were unable to attend due to the ice storm and subsequent weather. However, Chris Stone was able to attend and collected materials for the team. A debriefing session will occur with future strategies to be determined. This is a different team than the GEAT. The GEAT will continue work on assessing the General Education Program at the Goal Level through Academic Year 2020. At this point in time, a new program level assessment cycle plan will have been determined. The HLC General Education Workshop was the first step in this future process.

6. HLC Assurance Review – Criterion Drafts will be placed in the SharePoint site and all faculty, staff, and students will have an opportunity to provide suggestions, feedback, and input on the documents. The information will be forthcoming next week via an announcement by President Allison Garrett.
7. There weren't any questions about navigating the Planning Module in Campus Labs or in the Faculty Qualifications folder. Jo asked that SLAC members keep her abreast of when we have changes in administrative staff, so she can provide the appropriate access and training to continue the faculty qualifications folder processes for the syllabi, vitae, exemption forms, and curriculum maps.
    a. It was noted that the "continuing faculty" will update their vita once a year as identified in the faculty qualifications and assessment reporting timeline. The cover page for the vitae should be updated annually as well, listing those assigned courses by term (Summer, Fall, and Spring) in any given academic year.
    b. New faculty hires should have a vita in the folder in their initial semester of hire, then updated annually as continuing faculty.
8. Student Learning Outcomes in syllabi are required, the terms used to describe the student learning should be written with precision and accurate terminology. Courses that are considered part of the General Education Program should have student learning outcomes related to the General Education Goals and the connection to the goal should be stipulated in the syllabus. Faculty assessment of student learning in their courses is also an expectation and scheduled as per their respective program assessment plans and annually for general education courses.
    a. There are three workshops scheduled this spring that are designed to assist faculty in these processes:
        i. On March 12th – How to Assess and Report General Education Goals within Your Course
        ii. On April 4th – Planning and Implementing Course Embedded Assessment
        iii. On April 17th – Guidelines and Practice Writing Student Learning Outcomes
    b. Faculty who may seek one-on-one assistance can contact Jo and she will meet for individual or small group consultations.
9. Open Discussion – None
10. Meeting Adjourn: 4:00 p.m. Next Meeting is scheduled for Friday, March 30th from 3:00 – 4:30 in the Memorial Union Blue Key Room.