

STUDENT LEARNING ASSESSMENT COUNCIL

Minutes

March 30, 2018

3:00 – 4:30 p.m.

Members Present: Cynthia Kane, Heather Caswell 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, Sarah Sutton, Jim Persinger, Alan Comstock, Paul Luebbers, Tim Burnett, and JoLanna Kord
Members Absent: Joan Brewer, Dan Stiffler, Ellen Hansen, Gary Wyatt, Lynn Hobson, and Mark Daly

1. The Minutes for the February 23rd meeting were reviewed. Michael Smith motioned and Kim Simons seconded to approve the minutes. No Discussion, vote taken via voice vote, all approved, no abstentions.
2. Announcement: AY 2018 Assessment Champions Voting. An email will be sent out to SLAC with the link to the voting survey on Monday, April 2nd. All voting is to be completed no later than Friday, April 6th. The nominations form will be left open through Monday, April 2nd morning at 8:00 a.m.
3. Program Level Objectives Rubrics Linked in Canvas and Planning Modules. Jo provided an overview of the rubrics built exclusively for entering assessment quantitative and qualitative course level results for capstone courses, thesis projects, and end of program courses identified in the 5-Year Program Level Assessment Plans. The rubrics are built from the Curriculum Maps submitted for all programs utilizing the 5-Year Cycle plans.
 - a. The rubric live links are in the Canvas Course: Report Assessment module.
 - b. The rubrics are built in each specific department in Baseline where Chairs have access to the data and reports.
 - c. The Canvas module named “Program Level Rubrics – Access and Information” has yet to be activated as permissions for key individuals is in progress.
 - d. Chairs who will be having faculty entering data on the rubrics should communicate these intentions, so that the permissions can be set up accordingly.
 - e. These rubrics are for all of the reporting of capstone/thesis/major projects reporting annually.
 - f. The data is entered at the unit level (student) for all assessments being done.
 - g. The data report metrics for the rubrics is located in the Baseline module of Canvas Labs.
 - h. Individuals are encouraged to contact Jo for one-on-one instruction, if needed.
4. Student Learning Improvement Plan – The searchable pdf version of the plan will be sent accompanying the meeting documents from March 30th. This document is referenced multiple times in the HLC Assurance Review and is representative of the updated version of the overall plan implemented in 2015. SLAC members were asked to refamiliarize themselves with the document as it is likely that the HLC review team will have questions for the SLAC and our assessment practices and processes. Also, the SLAC was asked to make note of the HLC on-site visit dates on their calendars (October 29th and 30th).

There will be a more specific visit itinerary and meeting schedule communicated when the information becomes available. It is assumed that the SLAC will be one of the meeting groups requested by the review team.

5. Student Success Metrics – Multiple Year Review – Use for Assessment Report Updates – Jo confirmed that the tool 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 be updated on a term-by-term basis. 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 years two-four reports for the 5-Year Program Level Assessment Cycle Plans.
6. Updates on Syllabi in Faculty Qualifications folder
 - a. General Education Courses – All course syllabi have been reviewed and those not meeting the requirements are being followed up on by Jo, Brent, and Rich Sleezer. Appropriate documentation of the General Education program goal in each General Education Course is needed to confirm the integrity of the program and to align assessment plan processes.
 - b. Quality of Syllabi for non-general education courses – Jo mentioned that in reviewing all syllabi for stated student learning outcomes that there was a lot of variety in the type of structure presented. Jo asked SLAC to review syllabi from their representative programs to ensure that the quality of the course and curriculum was adequately communicated and meets department standards and expectations.
7. Open Discussion – The **April 28th SLAC** meeting is cancelled.
 - a. SLAC members were reminded that annual assessment reports are due by the end of May.
 - b. Members were encouraged to contact Jo if they would like individual or small group consultations.
8. Meeting Adjourn: 3:55 p.m. Next Meeting is scheduled for Friday, May 25th from 3:00 – 4:30 in the Memorial Union Blue Key Room.