

## STUDENT LEARNING ASSESSMENT COUNCIL

### Minutes

May 25, 2018

3:00 – 4:30 p.m.

Members Present: Alfredo Montalvo, Brian Hollenbeck, Ellen Hansen, Gary Wyatt, Jim Persinger, Jessie Stallings, Kevin Rabas, Kim Simons, Linda Adams-Wendling, Michael Smith, Rich Sleezer, Shawn Keough, Paul Luebbers, Sarah Sutton, Tim Burnett, Brian Denton and JoLanna Kord  
Members Absent: Allan Comstock, Cynthia Kane, Roberta Eichenberg, Joan Brewer, Dan Stiffler, Lynn Hobson, Mark Daly, Matt Seimears, Roy Briggeman, Steve Catt, and Zeni Colorado-Resa

1. The Minutes for the March 30<sup>th</sup> meeting were reviewed. Paul Luebbers motioned and Brian Hollenbeck seconded to approve the minutes. No discussion was presented, vote taken via voice vote, all approved, no abstentions.
2. Quick Updates:
  - a. Assessment reports due the end of May, however, Jo is currently gleaning the course level assessment reporting tool data and forwarding to chairs. Faculty participation was excellent and this requires quite a bit of time dedicated to disaggregating the data by course. This will be occurring over the next week and some assessment reports are depending on this data for completion, so the completion date being early to mid-June is more realistic.
  - b. A handout was presented and an overview was provided on the overall college/school and department faculty participation in and reporting of the assessment practices for their assigned courses.
    - i. Over the past 2017-2018 academic year, there were 451 faculty who accessed the course level assessment reporting tool, and 337 who completed reports (74.7% completion rate). This compares to the reporting tool from last year (General Education courses only) of 106 faculty accessed and 93 completed their course level assessment reports (87.7% completion rate). The new assessment reporting tool is universal and allows for faculty to enter both general education and major level course assessment data concurrently.
    - ii. This past 2017-2018 academic year general education course assessment reporting showed a marked increase in faculty (n =157) participation in comparison to participation (n = 93) in the 2016-2017 academic year. This is a one year increase of 168.8% (n = 64) in faculty participation and reporting of course embedded assessment for general education courses.
    - iii. Feedback on the assessment reporting tool and lessons learned will lead to some design changes to the existing assessment reporting tool.
      1. It was suggested that a question be added that asks “What is the student learning outcome being addressed?”

2. It was then suggested that the Program Level Learning Objectives (as per the curriculum maps be stated, so that we can ask “What is the program goal(s) being addressed by this assessment of student learning?”
  3. Please forward additional suggestions to improve the existing assessment reporting tool. All feedback should be received by June 15th for consideration in next year’s version!
  4. Jo mentioned that the reporting tool currently provides single and multiple selection items for identifying all available options for courses and faculty members, but this created mass redundancy for the individual reports (multiple pages of nothing identified). This identifies a need for simplifying and changing some of the item types on the assessment reporting tool. The goal is to decrease the redundancy without depleting the quality of the data provided. Jo will be working on a new model to roll out in the fall term. She will be sending out the preview link for review and feedback towards the later part of June.
3. Review of Directions and Locations for the following Topics:
- a. Program Level Objective Rubrics Linked in Canvas Course and Baseline Rubrics Area: 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.
    - i. The rubric live links are in the Canvas Course: Report Assessment module. See attached instructions document – Jo will resend. This document shows step by step where to find the links in the Baseline Rubrics area.
    - ii. These rubrics are for all of the reporting of capstone/thesis/major projects reporting annually (the Years 1-4 Reporting area in the 5-Year Assessment Cycle Plans).
    - iii. Individuals are encouraged to contact Jo for one-on-one instruction, if needed.
  - b. Student Success Metrics File: It is located in the **OneDrive – emporia.edu**. The file name is: **“JK\_Course\_Grades\_Success\_Institution\_Wide201410-201810-by-department”**
    - i. **Purpose of the Student Success Metrics file**
      1. Multiple Year Review –all academic units can use data to inform their assessment reports and student learning improvement strategies. Like percentages of student successfully completing all or parts of the curriculum for major programs.
      2. If anyone would like an additional overview or has problems locating the file, please contact the Office of Institutional Effectiveness.
      3. These metrics can be used to support the annual and years two-four reports for the 5-Year Program Level Assessment Cycle Plans.
4. Updates on Syllabi in Faculty Qualifications folder
- a. **Summer Syllabi and Newly Hired Faculty Vitae**
    - i. Summer Syllabi should be uploaded by the deadline, any courses starting later in the summer term should be uploaded as soon as available but no later than the first day the class is held.
    - ii. Any Faculty New Hires (summer or fall terms) must have a vitae in the Faculty Qualifications folder with a FA18 designation. All returning faculty are not due for vitae updates until spring 2019.
  - b. **Fall Syllabi must be uploaded and checked against the faculty load report by the 25<sup>th</sup> of September.**
5. Open Discussion – In lieu of the June 29th SLAC meeting, Jo will be holding individual consultation meetings with SLAC members. We are welcoming in some new members and follow-up on 5-Year

Assessment Cycle reporting support the need for this format. Brenda Nichols be reaching out to you to schedule the meetings during the month of June (1 hour in duration).

6. Meeting Adjourn: 4:10 p.m.
7. The next SLAC meeting is scheduled for July 27th from 3:00 – 4:30 in the Memorial Union Blue Key Room.