

## STUDENT LEARNING ASSESSMENT COUNCIL

### Minutes

August 25, 2017

3:00 – 4:30 p.m.

Members Present: Alfredo Montalvo, Allan Comstock, Brian Hollenbeck, Paul Luebbers, Tim Burnett, Cynthia Kane, Ellen Hansen, Eric Conrad, Katrina Miller, Kevin Rabas, Kim Simons, Linda Adams-Wendling, Michael Smith, Rich Sleezer, Shawn Keough, Steve Catt, Sarah Sutton, Mark Daly, and JoLanna Kord

Members Absent: Gary Wyatt, Jim Persinger, Dan Stiffler, Joan Brewer, Matt Seimears, Zeni Colorado-Resa (Dusti Howell-proxy), Roy Briggeman, and Kim Simons

1. The minutes for the May 9th, 2017 were reviewed. Brian Hollenbeck moved to accept the minutes and Steve Catt seconded. Discussion – no comments or edits were provided. The minutes were unanimously approved by voice vote, with four abstentions.
2. Introduction of Council Members
3. Overview of the Student Learning Assessment Council Charge
  - a. A brief review of the roles and responsibilities of the council in regard to facilitating institution-wide assessment practices was provided by the chair. Emphasis was placed on the individual roles of the council members, the mechanism for appointment being by position held, and the expectation that assessment practices are a coordinated effort of faculty and staff and that reporting responsibilities are that of the individual council members.
  - b. Instead of reading the charge word for word, Council members were asked to review the charge in its entirety on their own accord and if there are questions, to bring them up at the next meeting or send inquiries to the chair.
4. The Council was shown the two distinct places where faculty access the Course Embedded Assessment Reporting Tool (Buzz-In and Canvas Course). The Council viewed the tutorial for the “**Course Level Learning Outcomes Assessment Reporting**” tool, so each would know what was expected of faculty when reporting assessment results for their courses. Faculty will now report course embedded assessment results for all courses (including general education courses) using this reporting tool as it replaces the existing one. The Council members will share this information about the locations and tutorial with their respective faculty!
5. The Council was shown the Canvas professional development course. This course: Quality Assessment Practices: A Professional Development Series is designed for all faculty and staff to provide professional development in the assessment of student learning. It covers a variety of topics that assist in building assessment knowledge and capacity to implement assessment practices at the course, program, and unit levels. The course is asynchronous, self-paced, and each module is specific to an assessment topic. Individuals wanting to sign up for the course

should contact Dr. Jo Kord; [jkord@emporia.edu](mailto:jkord@emporia.edu) or call 341-6829. The course is free of charge to ESU faculty and staff.

6. Update on General Education Program Assessment
  - a. It was noted that the Syllabi for General Education Courses were to have at least one of the Student Learning Outcomes that is aligned with the General Education Program Goals. Chairs are to review syllabi from their general education faculty to ensure compliance. This is a very important adaptation that was a key finding of the GEAT work this past 2017 academic year.
  - b. The GEAT Annual Assessment Project Report was distributed as an attachment and it was noted that the expectation for following up on the report recommendations will be by both the Council on General Education and those individual departments affected by the recommendations, respectively. Chairs were asked to review the document and identify where the recommendations were directed specifically to their areas and that Rich Sleezer (Director of General Education) would be reaching out to them to identify how the recommendations were being integrated into operations.
7. A good portion of the Council's work this year will be dedicated to the Higher Learning Commission Assurance Review and the site visit scheduled for October 2018. Details will be a focus of the agenda for the September meeting.
8. Open Discussion – The annual AY 2017 assessment report will be captured on September 1, 2017. All Council members are to have all assessment information updated and files uploaded no later than Thursday, August 31<sup>st</sup>.
9. Meeting Adjourn time at 4:20 p.m.