

STUDENT LEARNING ASSESSMENT COUNCIL

Minutes

September 27, 2016

4:00 – 5:00 p.m.

Members Present: Lynn Hobson, Roy Briggeman, Jim Walther, Matt Seimears, Shawn Keough, Ellen Hansen, Gary Wyatt, Brian Hollenbeck, Kevin Rabas, Shawna Shane, Michael Smith, Steve Catt, Alfredo Montalvo, Jim Persinger, Kim Simons, Rich Sleezer, Eric Yang, Zeni Colorado, Rebecca McKenzie for Eric Conrad, and JoLanna Kord

Members Absent: Allan Comstock, Cynthia Kane, Dan Stiffler, Linda Adams-Wendling, Gonzalo Bruce, and Joan Brewer

1. The July 26, 2016 meeting minutes were called for vote as edits mentioned in discussion from the August 23rd meeting have been made. A call for vote showed all approved voice vote, no disapprovals, with two abstentions. The August 23, 2016 meeting minutes were distributed and reviewed. Kim Simons motioned to approve the minutes, Matt Seimears seconded the motion. No comments were made during discussion. A call for voice vote showed all approved, no disapprovals, with three abstentions.
2. Introduction of Jim Walther – Director of Assessment taking the seat for the SLIM
3. The Assessment Knowledge Share was by Michael Smith – Chair of the Social Sciences department. He provided an overview of how the department has aligned a common rubric across all three of the disciplines within the department. There were some slight variations in the rubric based on the disciplines to allow for faculty to align program learning outcomes accordingly. The rubric is being used by the History and Political Science faculty to score student works in capstone courses. Previously, the department had used an objective test and essay to assessment student competencies and knowledge where students met on a Saturday toward the end of the spring semester. It was acknowledged that student motivation at these assessment sessions could vary as the scoring was assigned as either pass or fail. The transition occurred when faculty embedded the assessments in the capstone course and the student works used in the assessments were actual assignments that were submitted for grades. The findings from the first year of collecting assessment data across multiple courses and disciplines showed that overall the categories (rubric outcomes) for Multicultural/Diversity Issues and Designing/Creating a Well-Written Argument. In addition, student knowledge in Economics (Course embedded test and Praxis data) was also indicated as an area for improvement. Strategies included collaborating with the Economics faculty member to review and rewrite the questions to ensure validity and to continue reviewing assessment data to determine if there is a change in student performance. Based on the data, additional steps can be taken if student performance continues to be subpar.
4. Assessment Knowledge Share Schedule
 - a. The Assessment Knowledge Share schedule has been set for the 2017 academic year.

SLAC Meeting Date	Knowledge Share Leader
August 23, 2016	Steve Catt
September 27, 2016	Michael Smith
October 25, 2016 – Up Next	Allan Comstock

November 29, 2016	Matt Seimears
December 13, 2016	Alfredo Montalvo
January 24, 2017	Cynthia Kane
February 28, 2017	Ellen Hansen/Mallory Koci
March 28, 2017	Kevin Rabas
April 25, 2017	Eric Yang
May 23, 2017	Linda Adams-Wendling
June 27, 2017	Jim Persinger
July 25, 2017	Steve Catt

- b. A draft of the Higher Learning Commission’s next On-site visit and Assurance Argument timeline for preparation was shared with SLAC. It was noted that this is the first draft of the preparation plan and that the actual visit date has yet to be confirmed. ESU has submitted to the HLC two potential dates for both the Fall 2018 and Spring 2019 terms. The HLC will pick from one of the four options and notify us. The role of SLAC members in the visit and assurance argument preparation will vary and identification of individual roles will be determined by administrative leadership (Provost; Deans; VP’s). It was noted that the onsite visit will be comprehensive just like the last visit in spring 2015. And as an addition, a special emphasis will be placed on ensuring that ESU has fulfilled HLC directives for implementing a continuous cycle of assessment for the General Education Program. It was mentioned that the SLAC will probably be summoned for a separate meeting by the peer review team during the site visit.

5. Upcoming Year Assessment Plans

- a. Chairs should update their compliance assist assessment template by completing the textbox “Describing Annual Assessment Plans” no later than October 10th. We are still waiting on one department to complete their template and the Annual Assessment Snapshot will be done. Then, Jo will notify everyone via email that their templates are ready to be updated. Individuals were reminded that they can type out their template narrative in a word document and have it ready to copy over to the compliance assist template when it is ready.

Table 1: Updates Timeline for Faculty Qualifications in SKYBOX and Assessment Reports in Compliance Assist

Faculty Vitae for Fall Term new hires	September 5
Faculty Vitae for Spring Term new hires	February 5
Faculty Vitae Annual Update (current faculty)	Annually by: February 1-15
Syllabi for Fall Term Courses	Annually by: November 15
Syllabi for Spring Term Courses	Annually by: March 15
Syllabi for Summer Term Courses	Annually by June 15
Curriculum Maps (Program)	Any Revisions by: May 15
Describe Annual Assessment Plans for upcoming year – Section to be completed in Compliance Assist	Annually by: October 10
Complete Assessment Template in Compliance Assist	Annually by: May 25

6. Meeting Adjourned 5:05 p.m. – Next Meeting Date: **Tuesday, October 25, 2016 at 4:00 p.m. MU-Blue Key Room**