

STUDENT LEARNING ASSESSMENT COUNCIL

Minutes

August 23, 2016

4:00 – 5:00 p.m.

Members Present: Allan Comstock, Cynthia Kane, Dan Stiffler, Lynn Hobson, Joan Brewer, Matt Seimears, Shawn Keough, Ellen Hansen, Eric Conrad, Gary Wyatt, Brian Hollenbeck, Kevin Rabas, Wooseob Jeong, Linda Adams-Wendling, Michael Smith, Steve Catt, Alfredo Montalvo, Kelly McEnerney for Jim Persinger, Kim Simons, Rich Sleezer, Eric Yang, and JoLanna Kord

Members Absent: Roy Briggeman, Gonzalo Bruce, Shawna Shane, and Zeni Colorado

1. The July 26, 2016 meeting minutes were distributed and reviewed. Michael Smith motioned to approve the minutes, Matt Seimears seconded the motion. It was mentioned that a correction had occurred in the assessment share section to correct a date typo. Minutes will be voted on for approval at the next scheduled meeting.
2. Introductions and Welcome to the 2017 Academic Year
3. Overview of the Student Learning Assessment Council charge
4. Assessment Knowledge Share
 - a. The Assessment Knowledge Share schedule has been set for the 2017 academic year.

SLAC Meeting Date	Knowledge Share Leader
August 2016	Steve Catt
September 2016	Michael Smith
October 2016	Allan Comstock
November 2016	Matt Seimears
December 2016	Alfredo Montalvo
January 2017	Cynthia Kane
February 2017	Ellen Hansen/Mallory Koci
March 2017	Kevin Rabas
April 2017	Eric Yang
May 2017	Linda Adams-Wendling
June 2017	Jim Persinger
July 2017	Steve Catt

- b. Steve Catt provided the assessment knowledge share and his topic was collaborated efforts across the Communication and Theatre faculty in assessing the Public Speaking course. This course has multiple sections instructed by a different faculty. The course also fulfills the general education requirement for spoken and listening skills as defined in General Education Goal 1, Objective b, demonstrate effective communication skills in speaking and listening. The annual assessment uses student speech evaluation scored to the AAC&U Value rubric for Oral Communication. The rubric was altered by including

specific learning outcomes specific to each of the rubric’s five dimensions. This created a direct alignment between the speech assignment and the rubric used for assessing the quality of student learning. This also allowed for students to understand exactly where their speaking performance was adequate and what areas could be improved upon. Based on the findings, faculty met to determine where change strategies would be employed for the upcoming semester. The faculty continue this process on an annual basis to continuously improve student learning.

5. Upcoming Year Assessment Plans

- a. Those programs with specialized accreditations will continue to assess as aligned with the directives of their accreditors.
- b. Those programs without specialized accreditations will use the curriculum map as a tool to prioritize assessments by selecting a capstone course(s) and assessing whether students are possessing the knowledge, skills, and dispositions appropriate to program level student learning outcomes. These assessments will identify where the strengths and weaknesses are for expected levels of student performance. In future years, faculty can focus assessment efforts on those courses that align with the areas identified as areas for improvement. We can have conversations about how this all fits together, engaging faculty early on to assist in the assessment efforts is key. Get this year’s plan in place.

6. Syllabi

- a. An electronic document was provided to SLAC members that addresses guidelines for writing student learning outcomes to facilitate improvement in the presentation of student learning outcomes in syllabi. Chairs please check the syllabi for your departments to insure that outcomes statements are appropriately described.
- b. Fall syllabi, new faculty vitae are to begin in SKYBOX with the start of the Fall 2016 term.

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
Complete Assessment Template in Compliance Assist	Annually by: June 30

7. Open Discussion

- a. Completion of department assessment templates in compliance assist is behind schedule, Jo will run a snapshot report on September 15 for last year’s assessment report.
- b. A High Impact Practices assessment template is being developed in the Assessment area in compliance assist, so institution-wide efforts can be tracked and recognized.

8. Meeting Adjourned 5:02 p.m. – Next Meeting Date: Tuesday, September 27, 2016 at 4:00 p.m. MU-Blue Key Room