EMPORIA STATE
U N I V E R S I T Y

STUDENT LEARNING ASSESSMENT COUNCIL
Minutes
August 18, 2015

Members Present: Allan Comstock, Lynn Hobson, Andrew Smith, John Sheridan for Cynthia Kane, Ellen Hansen, Eric Conrad, Gary Wyatt, Jim Costello, Jim Persinger, Joe Yanik, Kim Simons, Kevin Rabas, Shawn Keough, Michael Smith, Rich Sleezer, Shawna Shane, Steve Catt, Eric Yang, JoLanna Kord, and Brenda Nichols.

Members Absent: Linda Adams-Wendling, Gonzalo Bruce, Dan Stiffler, Zeni Colorado, Joan Brewer (on Sabbatical), Roy Briggeman, Alfredo Montalvo, Matt Seimears, and Melissa Bailey.

1. This was the first meeting of the 2016 Academic Year, thus introductions and a review of the committee charge were in order.

2. The May 11, 2015 and the June 15, 2015 meeting minutes were distributed and reviewed. The May 11, 2015 minutes had been previously reviewed at the June 15th meeting, however the June meeting was optional and a majority of members weren't present to officially approve the minutes. A motion was made (Steve Catt) and seconded (Shawna Shane) to approve both meetings' minutes, all approved by hand vote with two abstentions (Kim Simons, Jim Persinger).

3. Completion of Assessment Templates and Feedback Update for 2015. The feedback section is still in progress with a completion date set for the last date in August. The cumulative annual report will be produced and distributed (SLAC, Deans, and Administrative Leadership) at that time. The report will also be entered as an evidence document in the HLC Assurance System. Individual unit/department reports will be sent out for review to the SLAC as well. We will review this report at our next scheduled SLAC meeting.

4. A handout "Assessment Steps" (*Assessing Academic Programs in Higher Education, M.J. Allen)* was reviewed, with notation that the first step in the process is to develop learning objectives. To match terminology at ESU, for this definition learning objectives as referenced in the book equal to ESU's "learning outcomes." Note that in assessment circles, these two terms are interchangeable, meaning "what we expect students to learn." This first step will drive SLAC members work for this fall 2016 semester. The charge was given to bring every program up to date by reviewing existing program "Learning Outcomes" and to revise outdated outcomes and/or add new outcomes. This goes hand-in-hand with the charge for all course syllabi to include "Learning Outcomes" (aligned with the corresponding program learning outcomes) as directed in the Thursday August 13, 2015 memorandum from Provost David Cordle.

5. Program Curriculum Maps and Course Syllabi alignment was visited, beginning with a handout example of a curriculum map for an Engineering discipline "Computer Systems Design" program. This pseudo curriculum map was used to introduce the concept of how we will want to present our curriculum structures across all academic units. This template is still in the design phase and when completed will provide a standardized way for

each program to document their curricula structures. We will review the entire template at our next scheduled SLAC meeting and at that time the template will be distributed (electronically) for use across the institution to document curriculum maps for all academic programs. We will also cover how to use the curriculum maps as an assessment tool to analyze the balance existing within a programs curriculum.

6. In open discussion, the group determined that SLAC meeting start time will be 4:00. Previously, the meetings were scheduled to begin at 3:30 and this was conflicting with other meetings. So please make the appropriate adjustments to your calendars.

   An additional document was provided "*HLC Pathways for Reaffirmation of Accreditation: The Standard Pathway*", and discussion related to ESU making the transition to the Pathways model from the previous PEAQ model followed. Specifically, a conversation about the required interim reports (Faculty qualifications; and Application of student learning outcomes to courses and programs) due in December and the 4-year on-campus visit (General Education Assessment; and Faculty Qualifications; and Student Learning Outcomes application).

   The HLC "Faculty Credentials Guidelines" will be attached to the distribution of these minutes.

   In addition, discussion about the paradigm shift from the HLC Self-Study report and Review Process to the "Assurance Argument", including the ongoing annual writing to the five criterion and collecting evidence in the Assurance System. This topic was discussed briefly with the mention that as department chairs all will have a role in this process. SLAC were encouraged to read (previous email attachment) the "Criterion for Accreditation," specifically Criterion Three and Four for which Teaching and Learning and Assessment are the components.

   The methodology for record keeping for current faculty vitae and syllabi was also mentioned with details to be coming soon on the file naming conventions and necessary roles for departments.

   It was suggested that as a part of our meetings we include an "assessment share" where individuals will present some of their assessment strategies currently being used, meanwhile providing an opportunity to share best practices and learn from one another.

7. Meeting Adjourned 4:40 p.m. – Next Meeting Date: Tuesday, September 15, 2015 at 4:00 p.m. Location TBD.