Central Assessment Team Minutes
2019 - 20 Academic Year
January 28, 2021
Approved February 11, 2021

Members Present	**Chair** Greg Thomas, Brad Bowen, Michael Cuddy, Jen Dare, Alejandra Gonzales, Walt Jatkowski, Michaela Jones, Nancy Miller, Mathew Osborne, Lisa Smith, Anne Toner
Members Absent	Dacia DeBock, Fred Ebert, Tim Glatzer, Bobbie Bell
Agenda	The agenda was approved as written.
Minutes	No minutes to approve
Membership	There was a discussion about the possibility of adding a second representative from each academic division to cut back the workload. However, the consensus was that everyone has enough work at this point and that the current representatives did not think the workload associated with CAT at this time is too much to handle.

Program Learning Assessments	Of the 41 PLA review assignments given to CAT members, only 11 are not currently complete. We will work to finish these as soon as possible.
	
	There are still Program Learning Assessments that have not been submitted by programs. Greg will follow up with these programs to see if we can get those submitted as soon as possible so that CAT can complete this year's assessment cycle.
	
	Allied Health/CMA Engineering PN
	Anthropology Equine Sociology
	Business Music Welding
	Drafting Music Tech Education
	Physics
	
	There was a discussion about delaying the return of feedback to programs that did submit PLA. Greg will reach out and let people know that feedback will be delayed until submission of the remaining PLAs has taken place.
	There was discussion about the quality of PLA reports being submitted. Observations included:
	   o Improved over previous years
	   o Thorough and accurate
	   o Could be made better by CAT improvements to the form to incorporate the feedback rubric
	   o Could be improved with better clarity, brevity, conciseness.
	
	There was discussion about the PLA process and possible improvements. Observations included:
	   o Issues with ease of accessibility to items on the common drive from off campus.
	   o Need to improve connection between PLA form and the CAT feedback rubric
	   o Suggestion to transition the PLA form and the CAT feedback rubric to webforms like the one used for general education assessment
	   o A process for handling review of PLAs that review multiple outcomes
	   o We should have one place on the portal for assessment with easy access to the webforms for general education and PLA
	   o The timing of the PLA process seems to be working just fine

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Greg Thomas, Recording Secretary