

Central Assessment Team Minutes
2019 - 20 Academic Year
November 3, 2021
Approved November 17, 2021

Members Present	Co-Chairs: Martin Stensing, Lisa Smith Members: Brad Bowen, Jen Dare, Dacia DeBock, Gerry Giraud, Tim Glatzer, Walt Jatkowski, Kevin Kuenn, Jen Litterer-Trevino, Nancy Miller, Mat Osborne, Justin Spaulding, Anne Toner
Members Absent	Alejandra Gonzales, Jillian Taylor
Agenda	The agenda was approved as amended.
Minutes	No minutes to approve
Introduction of New Members	Martin, Kevin and Justin introduced themselves.
Review Program Learning Assessment Schedule	The due date for Program Learning Reports will be extended to November 30. Lisa Smith went over the Changes to Program Learning Assessment for the new members and as a refresher for others since it's fairly new. Members can look at last years reports for review and guidance. Once the reports are received, 2 faculty and 1 staff member will be assigned to review the report and provide feedback to the program. A summary of all reports will be submitted the Institutional Effectiveness Committee. The purpose of this process is to examine program outcome assessment efforts, to assess the effectiveness of the instruction of said outcomes, and to discuss what is working and what improvements can be made. One of the biggest benefits is that this creates discussion and collaboration with programs to make improvements. It was suggested to submit a word document instead of using Moodle since that was cumbersome and is favorable by the rest of the committee. Reports will be saved to the Portal instead of the common drive for ease of access for those off campus.
General Education Outcomes Assessment Deadline	General Education Outcomes Assessment Reports are required for all GE courses and are due December 17, 2021. The General Education Outcomes Assessment Rotation document, housed within the portal, lists what is being assessed for each category. You can find a list of General Education courses on the website and any instructor that teaches any of them will submit an assessment report. If a faculty has more than one section of the same subject, they will use all the data but only submit one report. The report is relatively easy to fill out as it auto populates per the course and faculty who is reporting.
Review Course Evaluation Mean Analysis & Learning Objectives	Lisa gave a quick review about the 13 objective learning selections that are in CampusLabs. This data from student responses can help with assessment goals and strategies. The ideal process is for the faculty to pick the appropriate objectives the are most essential in their course(s). Due to time constraints this topic will be discussed in depth at the next meeting.

Bobbie Patterson, Recording Secretary