

**Central Assessment Team Minutes**  
**2023-24 Academic Year**  
**February 28, 2024**

<b>Members</b>	<b>Co-Chairs</b> Martin Stensing & Lisa Smith <b>Members:</b> Jen Dare, Mark Grant, Tim Glatzer, Brooke Merkel, Walt Jatkowski, Kevin Kuenn, Becky Voss, Calli Nissen, Deepthi Amarasuriya, Bob Becker, Cheri Mateo.
<b>Agenda</b>	The agenda was approved as written.
<b>Intro to CAT</b>	Co-Chair Martin Stensing shared information about the workings of the Central Assessment Team (CAT). Members should be supportive of assessment, which is a necessary piece of program improvement. Assessment is also an important component of Higher Learning Commission accreditation. CAT supports and guides faculty through the program learning assessment process and reviews assessment reports, providing necessary feedback. CAT also administers and reviews general education assessments.
<b>Program Learning Assessment Discussion</b>	The CAT drive was updated to include everyone on CAT and will provide access to the necessary forms. Members were directed to Permanent Files in the Common Drive (K) and Central Assessment Team folder. The Intranet Portal may need to be updated. Moving forward, the form used will be Program Learning Assessment Reports (PLA Reports). Each year, academic programs submit a PLA Report which assesses the prior academic year's work on programmatic outcomes. Each program has an assessment map that lays out a plan for assessing each of the program's outcomes over a 4-year cycle. The specific outcome(s) to be assessed within a particular year is indicated in the program's assessment map. The assessment map form was also shared in case a program needs to create a new map. Co-Chair Lisa Smith clarified that CAT members are not expected to complete all the PLA reports (that is the job of the program/dept. members) but rather to review the PLA reports and guide instructors in completing the reports. Members discussed an April 15th deadline for 2022-2023 PLA reports for Rotation Term 2. Smith shared PLA Report Review assignments (CAT Members assigned to review different PLA Reports submitted by the faculty). Smith also briefly reviewed forms with members. Members were asked to review PLA reports from 2021-22 by March 31 <sup>st</sup> .
<b>QI Project</b>	This project will be looking at program review in general, with a smaller focus on co-curricular assessment. This will be a focus of CAT work next academic year.
<b>Future Meeting Days/Times</b>	A Doodle poll will be sent out to establish regular meeting times. Optional meeting to fill out a rubric will be sometime next week.

  
 Cheri Mateo, Recording Secretary