Minutes

Student Learning Assessment Committee

Date | time 10/17/2016 11:00 AM | Meeting called by Christine Austin

# Committee members

Rob Vork, AH | Masanori Kuroki, BA (absent)| Alaric Williams, ED | Jeremy Schwehm, eTECH | Pat Buford, AP | Jackie Bowman, NH | Lindelle Frazier, Student Services | Caroline Hackerott, GC | Brenda Shoop, Ozark| Jordan Denton, OAIE (absent)| Christine Austin, OAIE (chair)

| Agenda |
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| **CALL TO ORDER**: * Meeting called to order at 11:03 am.
* Introduction of Committee Members.
* Minutes were accepted with an all in favor vote.
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| **NEW BUSINESS:** Dr. Austin opened up the meeting by introducing her graduate assistant, Kyle Roughan, to the committee members. Once introductions were concluded, Dr. Austin started to explain the new Black Board (BB) site for the committee. The BB shell will allow for committee members to view: * Training materials
	+ Student Learning Power Point Presentation ( Biology Program as an example)
	+ Indicators for good practices
* Meeting agendas and minutes

Dr. Austin presented a power point that the Assessment Office had used in previous presentations in order to explain the Assessment Cycle that academic programs have to go through, and in some cases are currently going through. Specific topics of the power point covered:* What assessment is & its importance
* Components of an assessment plan
* Importance of a department mission statement and well defined goals
	+ Making sure goals are meaningful and measurable
* The use of TracDat in the assessment plan process
* Planning an outcome-based curriculum
	+ Outcome-based curriculum maps
* Writing good outcomes

Handouts were given to the committee members about the “Academic Program Review” as well as a sheet for “Good Practices in Academic Program-Level Assessment of Student Learning.” Both handouts are meant to aid in the review of academic programs in the upcoming months. No questions arose from committee members after the presentation. Dr. Austin transitioned into explaining the importance of AHECB Policy 5.12. Importance was emphasized on making sure programs are meeting the criteria set forth by the state. Internal reviews of programs should be conducted before an external reviewer is brought on campus. Dr. Austin mentioned that the committee would review a department’s report as a large group to get some experience in the process before smaller groups would form. Jeremy Schwehm asked a question to Dr. Austin. “When smaller committees form for program reviews will those programs know who or what committee is reviewing them?” Dr. Austin answered the question by letting the committee members know that no department would know who is looking at a program review, and that only the committee members would know who was working on which program.  |
| **OTHER BUSINESS:**Homework was assigned for the next meeting. Committee members were instructed to look at some of the program reviews using the BB shell and use the handouts to determine if the programs were meeting their goals and outcomes. No assessment grants have come in as of the meeting. |
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| **ADJOURNMENT** The meeting was adjourned at 11:44am |

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