

Committee Members in Attendance:

Brett Arrington	Present
Drew Dickey	Absent
Amanda Gardner (chair)	Present
Brandie Gibbs	Present
Elizabeth Snyder	Absent
Andy Stadler	Present
Alisha Williams	Present

I. Opening

- Call to order at 10:02 am
- Motion to approval minutes from September 2021
  - Support: 4
  - Oppose: 0
  - Abstain: 1
  - Motion Passed

Minutes: <https://www.atu.edu/assessment/committee.php>

II. Updates

- Assessment newsletter (Amanda Gardner) - Newsletter will include multiple aspects of assessment (academic, general education, and academic support/administrative) and will use a new program from MARCOMM with ATU brand-approved templates. Distribution will be through OneTech and The Scoop. In the future, we'll have data analytics on how the newsletter is opened and read. Goal to publish first newsletter in January.

III. New Business (Amanda Gardner)

- Comprehensive review - CAS
  - Discussion about CAS process, timeline, efforts to support units in completing their review, and pushback from units concerning the usefulness/necessity of CAS review. Comments from committee members included concern about slowing down or pausing any current CAS efforts. A suggestion was made to create a 10 month CAS schedule that focuses each month on a different section of CAS with guides and videos on how to complete it. Also, how to incorporate into existing

assessment/accreditation. Tabling the discussion for now with no change to the existing timeline or requirements. Will discuss again at the next meeting.

- Annual assessment
  - Amanda showed a draft rubric that would be used to audit academic support annual assessment plans at the end of the academic year. The rubric would be much shorter but would mirror the audit rubric and process of academic annual assessment. Discussion about the committee taking part in peer review of projects, use of the rubric, and providing rubric to units for their review/use. Comments included concern about the rubric being overwhelming for units, but manageable for committee members; too much assessment language in the rubric. Will review new draft of rubric at next meeting.
- Meeting location
  - The committee voted unanimously to remain meeting on Webex versus in-person.

#### IV. Closing

- Next meeting: December 15, 2021
- Meeting adjourned: 10:57am