Committee members

Committee Members Present: Angela Crow, Student Accounts | Bob Freeman, Human Resources | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Tanda Morrison, Registrar | Taylor Ragland, Student Affairs | Alisha Williams, J.D., Advancement | Steve Milligan, OIS (proxy for Ken Wester)

Committee Members Absent: Laury Fiorello, Administration & Finance | Jessica Spicer, Academic Advising | Ken Wester, OIS

Minutes:

CALL TO ORDER:

- Amanda Gardner called the meeting to order at 10:00 am.

APPROVE MINUTES FROM LAST MEETING

- The committee approved minutes with no changes

NEW BUSINESS

- Committee members introduced themselves
- Introduction of New Committee Members
  - Laury Fiorello, Jessica Spicer, Alisha Williams
- Assessment Grant Proposal

    Amanda briefly outlined the grant proposal. Office of Special Projects and University Initiatives (OSPUI) is requesting funds for a National Council of University Research Administrators (NCURA) review of ATU policies on research grant support. The review would enable the department to develop policies necessary for research institutions and required by HLC. They are requesting the full grant amount ($5000) and will provide additional departmental funds for complete payment of the review.

    Taylor asked, "Is it typical to receive grant requests for the max amount", to which Amanda answered, "Yes, and we request a full detail of where the money is being allocated".

    Amanda spoke with Dr. Austin about the grant and she is in support of it.

    "Are we branching out from only doing CAS reviews?" – Bob asked. Amanda answered that yes, we will be reviewing non-academic proposals. Most proposals are academic-based and the Student Learning Assessment Committee approves those; however, since this proposal is for a non-academic support office, our committee is reviewing the proposal.

    Brandie initiated a motion to approve. Alisha seconded the motion. All were in favor, none opposed. Proposal was approved.

- Assessment Assistance page in Weave and Council for the Advancement of Standards in Higher Education (CAS) Review Process

    Amanda presented a WEAVE page. She broke down academic, non-academic, and general WEAVE information. 3 of the 7 members in the committee had used Weave before. Chrome is the preferred browser. Amanda went over the WEAVE FAQ. She presented the narratives and standards inside of WEAVE. 2 of the committee members have been through the CAS process in their department. She

Minutes:

explained the comment, up vote, and down vote features. She then explained how to use these inside WEAVE.

She also explained that the committee will help with the HLC accreditation narrative reviews for next fall. 0 of the 7 committee members are on an HLC committee.

- CAS Self-Assessment Review Schedule at ATU
  - o 5-7 year cycle for each department and we are working toward getting everyone reviewed.
  - o Tools/schedules/FAQ on assessment website. https://www.atu.edu/assessment/Inst_Effectivness.php
- Programs to be reviewed this Fall and assignments
  - o Advancement (Jessica Spicer, Taylor Ragland, Ken Wester, Angela Crow)
  - o TRIO (Laury Fiorello, Alisha Williams, Tanda Patrick,Brandie Gibbs, Bob Freeman)

    Amanda showed how to access the schedule for the assessment. She explained the process of reviewing reports, how to recognize useful evidence, and how to give feedback to the department.

    Taylor asked about the particular review being from 2015. Amanda answered with CAS coming out with new standards every few years, 2015 was the current standard and any new standards coming up will have the 2019 standard.

    Bob asked about dividing each CAS review up by sections among the 7 members so each member would review 2 sections. Amanda explained that we are going to have each person review the whole project – all sections - to better understand the big picture of the project.

    Brandie asked if up voting or down voting was required. Amanda answered that it is not; however, proper feedback with a vote or a comment allows them to know it has been seen and reviewed.

- Questions:
  - o "Who are the committee members on the TRIO review?"
    - ▪ Amanda read the members of each team.
  - o "How do we find other committee members and have access? We are starting soon."
    - ▪ We will add you to the Weave project ASAP after the meeting.
  - o "Timeline to complete this"
    - ▪ By the next meeting (October 16)
  - o "If you give me 30 days it'll be done in 30. If you give me 60, I'll do it on the 59th day."
    - ▪ Deadline is will remain 30 days; by the next committee meeting.
  - o "Will we be assisting with CAS assessment? Will we help departments that are going through the process? Trying to assess how much work is going to be involved in this committee"
    - ▪ There may be some reaching out to departments that have not been responsive to requests by OAIE. If they need help, committee members may be asked to help mentor departments to get their CAS review started. We may only have these two projects to review this fall, so the next 30 days will be busy but may not have more after that. If so, there could be more capacity to reach out to departments.
  - o "Do you have any other objectives planned for this committee?"
    - ▪ Yes, this committee will be reviewing narratives and evidence written for the HLC Criteria for next year's reaccreditation. These tasks will be requested on an as-needed basis from the Criteria committees.

Minutes:

OTHER BUSINESS

Future Agenda Items & Meeting Dates

- The committee will be meeting every third Wednesday of the month until further notice.
- Next meeting is October 16, 2019, Rothwell 456, 10:00 AM

Announcements

Amanda will send out a list of review team members with contact information.

ADJOURNMENT

- Amanda Gardner adjourned the meeting at 11:00 am.

Respectfully submitted,

Kyle Love
Graduate Assistant
Office of Assessment and Institutional Effectiveness