

Meeting Minutes – Senate Assessment Council

January 19, 2017

Present: Kendall Martin, Jennifer Owlett, Jae Kim, Jane Zeff, Meredith Drew
Excused: Cara Berg, Bahar Ashnai, Stanley Anozie, Antoinette Piccolo-Simmons

Meeting was called to order at 12:35 pm, by Kendall Martin in Cheng Library Conference Room 107h.

- I. **Agenda approved** – K. Martin began the meeting by providing the agenda. A motion was made for accepting the meeting agenda. Discussion followed about potentially saving the Campus Labs agenda item for a future meeting due to attendance. All voted in favor of passing the revised agenda.
- II. **December 2016 Minutes** - J. Zeff motioned for accepting the minutes. M. Drew seconded. All voted in favor of passing minutes.
- III. **Current Business**
 - a. **Jonathan Lincoln** – K. Martin shared that J. Lincoln will join our next meeting (February) to discuss charge 1. This charge involves working with the Academic Standards Council. One February meeting goal is to discuss the role that the Assessment Council will play in this charge.
 - i. J. Zeff expressed that clarification is needed for how program review reports are used. For example, additional information is needed to better understand why these reports are being conducted. This information should be emphasized because of the potential impact that it can have for Middle States.
 - ii. Other questions to ask J. Lincoln – K. Martin:
 1. How does program review tie to institutional effectiveness?
 2. What is J. Lincoln’s vision for program review?
 3. Does including departmental needs in program review result in these needs being met at a later date?
 - b. **Campus Labs** – J. Zeff
 - i. A manual is now available but additional feedback is needed.
 1. Does the manual need to be updated?
 2. Can the manual be streamlined to include questions that would be helpful to departments?
 3. How will we encourage departments to use Campus Labs?
 - c. **Alumni Surveys** - J. Zeff
 - i. Alumni surveys are not distributed to academic departments.
 - ii. Career Services should be asked what information is gathered on the 1 year alumni surveys.
 1. Should alumni survey be done as part of program review?
 - a. Additional information is needed to understand if alumni feel the skills they gained at the university have been helpful in their careers.
 - b. One potential question on this survey could include, “What would you want to tell someone in your major that is just starting?”
- IV. **Additional Charges** – K. Martin
 - a. **Charge 5** – Work with the Advisement and Registration Council on advisement assessment.
 - i. Action Item – K. Martin should contact the Advisement and Registration Council about this potential collaboration.

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1. J. Zeff asked if data is currently being collected on advisement.
- b. *Charge 6* – The UCC should contact us if assistance is needed. The current charge reflects this perspective.
 - i. J. Zeff - Pioneer Salute (1st Year Seminar) currently has an assessment plan in place.
 - ii. Action Item - K. Martin should contact the Academic Standards Council (Charge 1) before our meeting with J. Lincoln.
- V. ***Upcoming Spring Semester Meetings*** – K. Martin
 - a. *February* – meeting with Jonathan Lincoln (see above).
 - b. *March* - Meeting needs to be rescheduled.
 - i. Action Item - K. Martin will send a Doodle to schedule this meeting.
 - ii. One agenda item for the March meeting is to discuss what committee contributions need to be completed this year. These workshops can potentially be held during the next academic year.
 - iii. K. Martin suggested that we also discuss if Campus Labs will be used this year. One option is to start next fall. If so, we should begin to set the calendar so that Campus Labs can be implemented.
 - iv. We should also brainstorm for the April meeting during the March meeting.
 - c. *April* – Assessment Leaders Conference
 1. J. Zeff asked for additional discussion about the following points:
 - a. What structure would be preferred for program review? Do coordinators want to teach everyone or do colleges have someone in each department who can assist?
 - b. How should we disseminate this information? Workshops?
 - c. To whom? By whom?
 2. A final report also should be generated for the Senate Council.
 - a. J. Zeff shared that the assessment agenda can be moved forward with clarification about program review and institutional use of these documents.
- VI. New Business
 - a. No new business.
- VII. Announcements
 - a. No additional announcements.
- VIII. Adjournment
 - a. M. Drew moved to adjourn, J. Zeff seconded. Meeting was adjourned at 1:30 pm.

Meeting minutes respectfully submitted by Jennifer Owlett.