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Assessment of Student Learning Minutes
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Minutes of the Assessment of Student Learning Committee

October 4, 2012 (8:00 am; Student Center Prairie Lounge)

Present: Ted Pappenfus (Chair), Barbara Burke, Jim Togeas, Stacey Parker Aronson, Steve Burks, Jana Koehler, Andrew Sletten, Emily Sunderman, Nancy Helsper. *Absent:* Brooks Jessup (in class).

1. **Minute Taker:** Ted Pappenfus

2. **Introduction of committee members**

3. **Meeting times and frequency.** Ted noted the committee will meet at alternating times and that an early November and an early December meeting is likely for the fall semester. The alternate time is 2:15 pm on Fridays.

4. **Plan for minute taking.** Ted noted that he will take minutes today, but will pass on the responsibility to other members at future meetings. The plan will be to ask for a volunteer. If no one volunteers, a minute taker will be assigned based on alphabetical order. There was no objection to the plan.

5. **Approval of minutes** from February 15, 2012 (taken by Stacey): minutes were approved with one amendment. The following comment related to senior surveys was addressed: “restructure it and randomize the questions so that only 1/3 of the questions appear in the survey each year”. Nancy noted the comment was an option and not necessarily a recommendation.

6. **Summary of 2011-12 activities.** Stacey provided an overview of committee activities from the previous year. Much effort centered on looking at previous assessment reports from disciplines and seeing if any assessment on general education was conducted. Stacey created a document which summarizes these general education assessment efforts (or lack thereof) across campus. Stacey also mentioned that a request was sent to Division Chairs in spring 2012 to have each discipline assess general education courses.

7. **Items for the upcoming 2012-13 year.** Ted offered a list of items for the upcoming academic year:

a. HLC report and work with the Curriculum committee. Ted noted that the Higher Learning Commission Evaluation Team visited the campus in March 2010 following the UMM self study. After the visit, the HLC submitted an evaluation report to UMM. Included in that report is a request for a progress report on assessment of student learning by Nov. 1, 2015. Most of the criticism of the HLC centers on our general education program (the program is fine but data is needed). Ted suggested the ASLC needs to identify its role in the development of this report and what specific general education assessment needs to be done.

b. General Education Survey. In the past, graduating seniors have been asked to complete a survey on the general education program. Since the last survey was conducted in 2010, more recent data is desirable for assessing our GenEd program. A discussion took place and focused on the nature of the survey (do we keep it the same? do we change it?) and who should take charge of it. Ted suggested the curriculum committee take charge of it since they have already begun the process of taking a hard look at our GenEd program. It was also pointed out that the previous surveys were too long and perhaps the importance questions could be omitted. Nancy also pointed out that previous administrators approved the use of funds to provide incentives for students taking the survey. The students felt a good incentive would be a \$5 Higbys credit. The committee agreed this was a good idea. Ted will make a formal request to the Dean. Additionally, the students on the committee will take the survey and will provide feedback at or before the next meeting. Ted will also send results of the survey (compiled by Nancy) to committee members as homework for the next meeting.

c. Development of sustainable/transparent/efficient institutional assessment plan. The HLC evaluation team also concluded that UMM does not have a sustainable assessment plan in place. Ted feels it is appropriate to address this issue and that a better institutional assessment plan could benefit the entire campus. Ted outlined a brief plan and will provide more concrete details at a future meeting.

d. Request for support person with expertise in assessment. Ted has received feedback from previous members of the ASLC that suggests UMM could benefit from a full or part time person with expertise in assessment. For example, if someone has a question on how to do assessment, the default is to contact this committee. It is quite possible, however, that expertise does not exist on the committee to address many important questions faculty and staff may have. Given the current process of Resource Allocation Review, such a position should be strongly considered for this institution. The ASLC will revisit this in the future.

8. **Next meeting.** The next meeting of the ASLC will be in November. Ted will send out the date along with committee “homework” in the near future.

Meeting adjourned.