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## Assessment of Student Learning minutes 09/12/ 2013

Assessment of Student Learning Committee

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**Minutes of the Assessment of Student Learning Committee**  
September 12, 2013 (12:30 pm; Moccasin Flower Room)

*Present:* Ted Pappenfus (Chair), Chris Atkinson, Rebecca Dean, Wendy Emo, Maria Fleck, Wes Flinn, Nancy Helsper, Jana Koehler, Brook Miller.

1. **Minute taker:** Ted Pappenfus

2. **Introduction of committee members**

3. **Meeting time and frequency.** Meeting dates and times for the semester have been established as follows (room locations to be determined):

Thursday, September 12, 12:30-1:30 pm

Thursday, October 3, 12:30-1:30 pm

Thursday, October 24, 12:30-1:30 pm

Thursday, November 14, 12:30-1:30 pm

Thursday, December 5 (if necessary), 12:30-1:30 pm

4. **Plan for minute taking.** Ted took minutes at this first meeting. For future meetings, minutes will be taken by others in alphabetical order (A-Z by last name).

5. **Summary of 2012-13 ASL committee activities.** Ted summarized activities from the past academic year. Highlights included the following:

\*The ASL committee revised the General Education survey for graduating seniors in F12 and administered the survey in S13. The committee also analyzed the results in S13.

\*The committee analyzed and discussed the 2010 report of the Higher Learning Commission.

\*The committee established a deadline for the AY 2012-13 GenEd assessment activity report of Sept. 9, 2013.

\*The committee drafted requests and suggestions for the Curriculum Committee in S13 related to institutional assessment and general education review. Pappenfus presented the items to the Curriculum Committee on April 30, 2013.

\*The committee constructed two new surveys to generate baseline data for incoming students: the Assessment of General Education (AGE) and Assessment of Learning Outcomes (ALO) surveys. The surveys were administered during F13 orientation.

\*A team of faculty, staff and the Academic Dean attended the General Education Institute of the Association of American Colleges and Universities (AAC&U). The team generated an action plan of assessment for the institution. Pappenfus shared this plan with the campus at the beginning of the F13 term.

Chris pointed out that the document presented to the Curriculum Committee referred to several appendices. Pappenfus noted that these would be sent to the committee after the meeting.

6. **Items for the upcoming 2013-14 year and discussion.** Ted outlined specific items to be addressed for the ASL this year including:

\*Executing the action plan resulting from the AAC&U Institute.

\*Continue mapping learning outcomes in our academic programs. AY 2013-14 will focus on mapping writing in our programs.

\*Assessment of the writing learning outcome (two writing samples per division will be assessed by a team to be determined).

\*Ted will present the assessment plan to the campus community at campus assembly.

\*Sharing the results of the S13 GenEd Survey to the Campus

\*Analyzing results from F13 ALO and AGE surveys

\*Deciding on the next learning outcome to be assessed during AY 2014-15.

\*Drafting a plan for establishing learning outcome in academic programs.

**7. Item for Action – Draft memo to Division Chairs requesting writing samples**

Pappenfus shared a draft memo with the committee formally requesting writing samples from Divisions. The committee provided feedback to Pappenfus. Pappenfus will make the changes, send to the Dean for review and then to Division Chairs.

8. **Next meeting.** The next meeting will be Thursday, October 3, 2013 at 12:30pm.

*Meeting adjourned.*