Assessment Committee Meeting Minutes
Thursday, November 9, 2017
3:00 p.m. – 4:00 p.m.
North Mankato – President’s Conference Room
Faribault Campus – President’s Conference Room

Members Present
Doug Laven, Becky Miller, Jodi Olson, Mark Paddock, Shawn Schroeder, Elaine Hardwick, Candy Mortenson-Kimpel, and Dr. Susan Tarnowski

Special Guest: Tracy Murphy

The meeting was called to order at 3:00 pm.

Mentor/Mentee Discussion
Doug Laven noted that his mentees are asking questions concerning “Why are we doing this?”. Doug suggested having a meeting with his mentees, and Becky, to talk about their questions and how/why they are completing their program assessment plans with the new ICCs. Jodie Olson asked about using a rubric to assess group projects – the committee will address this at a later time.

Assessment Committee shared drive folder: 2017-18 Assessment folder

Becky Miller organized the folder to have the following:

- **00 Forms** sub-folder includes:
  - “2017-2018 Assessment Plan Form”: blank form to use for the 2017-18 academic year if needed; new SCC ICCs listed
  - “Assessment Plan Review Checklist”: each mentor is responsible for using the checklist and scanning the final checklist for submission in Spring 2018

- **01 Program Assessment Plans** sub-folder:
  - Each program has a sub-folder listed within the mentor folder. Folders included are for the years 2014 – 2015 through 2017 – 2018
  - Per Dr. Tarnowski’s request, all program forms are prepopulated with columns 1,2,3 and the ICCs “Critical & Creative Thinking” and “Communication” have been checked for all programs.
Assessment Committee

“Providing resources and assistance to faculty to assess and improve student learning.”

- **“02 Assessment Plan Inventory” sub-folder:**
  - Have mentees review their 2017-18 program outcomes to ensure that the plan’s listed “Learning Outcomes,” “Means of Assessment,” and “Criteria for Success” are correct.
  - As you work with your mentees, note where the mentee is on the inventory. When plans are finished, change the information to “Complete.” Make sure to keep all of your mentee information up-to-date on this document.

- **“03 Mentor Information” sub-folder includes:**
  - “Mentee Assignment List”
  - 2017 – 2018 timeline (“Mentee Meeting Schedule”)
  - Becky Miller will include a “Mentor-Mentee email template” in this folder

- **“04 Inst Core Comp Info” sub-folder includes:**
  - “2017 – 2018 Institutional Core Competencies” pdf
  - “Faculty Guide for Integrating Institutional Cores” pdf
  - “ICC Rubrics” (docx) to be discussed today with Tracy Murphy

**College Readiness Discussion**

Questions arose about College Readiness (CR) being listed as a program. Dr. Tarnowski requested that CR is removed since it is not a program, yet at a later date, the committee will need to review CR concerning assessment.

**Assessing ICC’s with Rubrics Discussion**

- Becky Miller presented both a 4-point and 5-point draft rubric for assessing both the Communication and Critical and Creative Thinking ICC’s (sent via email to each committee member)
  - Simplification of each rubric will be discussed so that each program can customize the rubric for their needs
  - Dr. Tarnowski suggested that some time is spent at the January 2018 faculty workshop to focus on the Communication (ICC) rubric. At that time, each department can customize a “minimalistic” rubric template. Tracy will continue to work on simplification
  - Dr. Tarnowski and Becky Miller will meet to start the conversation about the simplification of the rubric. They will then communicate the expectations of the committee for feedback before our December meeting.
Online Catalog – Program Learning Outcomes

Becky Miller noticed that the Program Learning Outcomes are no longer listed in the online catalog for each program. In the past, this was a requirement from HLC. Becky Miller will talk with Renee Guyer to find out if this is still a requirement for accreditation.

The next meeting will be held on Thursday, December 14, 2017, at 3:00 p.m. to 4:00 p.m.

Meeting adjourned at 4:20 p.m.

Recorder
Elaine O. Hardwick