

Meeting Location: Webex

Chairperson: Brett Stone

Secretary: Amanda Gardner

- I. Call to Order
 - 1:00 pm
- II. Roll Call
 - Members in attendance: Brett Stone (EH), Joseph Swain (AH), Michael Bradley (BED), W. Scott Tomlin (AA), Amanda Gardner (ex officio), Dana Tribble (RGS), Aubrey Holt (SA), Jessica Young (STEM)
 - Members absent: Shirley Stewart
 - Guests in attendance: none
- III. Approval of Minutes
 - Previous Meeting Date: 9/4/24
 - Corrections: none
 - Approval: unanimous consent
- IV. Old Business
 - Updated assessment webpage – Accurate and transparent assessment data on the website is critical for the HLC mid-point review next year. Amanda discussed the need for program leaders to review program curriculum maps, program review dates, and specialized accreditation provided on the assessment website.
 - There are many missing curriculum maps, and programs with recent curriculum updates need to update their maps.
 - Review dates have been updated based on ADHE records and our internal schedule. However, program leaders should send corrections to Amanda as soon as possible, including any corrections to specialized accreditation and their review schedule.
 - ATU Program Assessment webpage can be found at https://www.atu.edu/assessment/program_assessment.php.
 - [Student Learning Assessment Committee - Scope and Charge-Specific Duties](https://www.atu.edu/assessment/docs/resources/Student%20Learning%20Assessment%20Committee%20Duties.pdf): <https://www.atu.edu/assessment/docs/resources/Student%20Learning%20Assessment%20Committee%20Duties.pdf>
 - Brett reiterated the importance of updating the committee's scope and responsibilities. He also proposed creating a standardized manual or operating procedures to ensure continuity as members change. Brett requested that all committee members review the current scope and responsibilities to facilitate this process and provide feedback to determine if the scope/charge is still current and relevant to campus assessment priorities.
 - Thoughts and ideas suggested were as follows:

- ✓ Dana - Tech 1001, Tech 1013 – Would like to track outcomes over 4 years, not just by semester. Could this fit into General Education assessment?
- ✓ Jessica – could we have a Webex group for those going through program review? This would relate to #10 on the committee duties, “create a forum for meaningful discussion of assessment-related issues”.

V. New Business

- Brett asked Amanda to share ideas about assessment collaboration with other assessment committees (i.e. General Education Committee), departmental committees (i.e. School of Business Assessment Committee), and individuals across the university (program assessment coordinators) to train, carry out shared work, share expertise, and improve assessment processes institutionally (see attached presentation slides).
- Collaboration with General Education Committee
 - Annual review – this committee could assist in reviewing artifacts.
 - Interrater reliability training – for both committees
- University-wide Training on Assessment – Discussion on how to assist the Center for Faculty LIFE by providing assessment professional development training. Dr. Cullen has asked for input from the committee on faculty-led workshops in November and January. Ideas shared:
 - Jessica – suggested faculty understanding of the expectations of assessment might be needed—specifically as faculty change roles and responsibility with program/departmental assessment.
 - Brett – suggested assessment standardizations might be needed across all student levels and programs – uniformity across the university. Also, suggested more discussion is needed to help assessment in first year experience courses—specifically identifying any assessments that can be initiated in TECH 1001 or TECH 1003 courses as a pretest and again later during the senior year as a posttest.
 - Amanda – suggested general education assessment training in January, just before we call for artifact submissions from faculty.

VI. Open Discussion

- No other discussion was considered for the business of the committee
- Brett assigned homework to the committee:
 - ✓ Brett will send email to Dr. Daily containing two templates to be considered by program directors as they complete the needed curriculum map for the ATU assessment webpage. Dr. Daily will be asked to forward the email on to the Department Heads to share with program directors.
 - ✓ The committee is to review the 10 items listed as specific duties listed under the charge of the student learning assessment committee. Committee members should provide any suggestions for update or remove. Give thoughts in Webex room before the next meeting.
 - ✓ Provide any suggestions for assessment training for faculty that we can help facilitate and/or suggestions for how the committee might help with campus assessments.

VII. Adjournment

- The meeting adjourned at 1:46 pm

- Next meeting date: November 6 at 1:00 p.m. via Webex