Assessment Leadership Meeting

April 15, 2022

Members Present: Shelley Arvin, Melissa Nail, Malea Crosby, Nathan Myers, Sheikh Ferdous, Joe Harder, Ashley Layman, Paula Jarrard, Greg Bierly, Laura Froelicher, Brian Stone, Kelley Woods-Johnson,

1. Welcome
2. Review of the Minutes – Greg moved to approve. Melissa second. No discussion on the minutes 8-0-1
3. Reports
	1. Officers – Nathan and Shelley created a list of 5 questions to elicit feedback on whether their institution recognizes assessment in the P&T process and if there is an award for excellence in assessment at their institution. Shelley did conduct a search to identify institutions who use assessment in the P&T process.
	2. Coordinator – No report.
	3. Members – Greg and Laura have been discussing a piece of data that is not used widely in the assessment process. There is a secondary question that goes out to students in the honors program that examines whether the courses are meeting the rigor and quality of the program. Laura and Greg will continue to review this data and share back with the faculty in the final meeting.

Brian mentioned Kelley met with the English faculty. They are currently in the process of revising the rubric and prompt for the portfolio project. There were some issues with the categories on the rubric. They reviewed the AAC&U recommendations. The English department wants to change the learning outcomes to reflect writing that will occur in the major and professionally. This will include digital writing. Should we let students know in the portfolio prompt that the portfolio will be used for assessment and that it will not just be the faculty reading the portfolio? There is discussion that including this information could change the students work. Nathan and Joe shared how they have approached this in there colleges/departments. The College of Business has syllabus language that lets students their work may be used for assessment purposes.

* 1. Committees – The Provost award committee has wrapped up. The award winner from the last two years will received a re-offer of the funds to use for assessment practices. With Covid, many past award winners did not use their winnings. The reporting committee will meet next week.
1. Old Business
	1. End of Year Reports – This is a way for the institution to record assessment activities across the university. Voting members will report out at the May 13th meeting and should send Malea a summary by noon on May 13th to be included with the meeting minutes.

**Voting member representatives for colleges and divisions will be asked to give brief end-of-year reports at our final AC meeting on 5/13, as well as submit a brief written summary of what was shared. The reports should include information on:**

* Any formal assessment structures for the college or division (assessment committee, etc.)
* Any major assessment initiatives from the year, including highlights of any major findings
* Any plans for assessment in the coming year
* Needs of the faculty/staff in the unit regarding assessment practice, use, access, etc. that the AC can consider in the coming year

**For student representatives:** Report out on what assessment information would be of interest and/or use to students, and/or any ideas for engaging students in assessment in the future. ​

* 1. Eric Hampton Award – Kelley will follow up with faculty who served with Eric to get narrative on Eric’s work in assessment

Award value - Kelley shared the major ISU awards are $1800, Provost’s Award is $1000, BCOE awards range from $700-$1000. Shelley the award should be comparable to the major institutional awards. Kelley added the current budget would support 2-3 award winners of $1000, this could include an award for staff.

Who should be eligible for the award? – Nathan noted it would be helpful if one award could be given to pre-tenure faculty and one to a post-tenure faculty. If only one was an option, he would suggest pre-tenure faculty so that pre-tenure faculty could be recognized for their assessment practices. Kelley asked if instructors or non-tenure d faculty could be include as part of their promotion process. Joe noted that in his experiences instructors have a significant assessment role and often contribute to the assessment culture in the department/college. There seems to be consensus that the Eric Hampton Award should go to a faculty member. Kelley noted if there are other groups such as students or co-curricular groups that the assessment council wants to recognize, a separate award and process could be created. Brian noted it would be nice to recognize staff in their involvement in assessment. Kelley mentioned rather than defining types of recipients of the award, we could look at who embodies the spirit of the award (this could then include staff, co-curricular, pre-tenure, and post-tenure). A parallel award to the Eric Hampton Award could go to groups other than faculty.

What will the award criteria be? - Significant contributions to positive & meaningful cultures &/or practices of assessment at ISU, integrated practice, creates a culture of assessment, assessment practices contribute to the overall assessment culture of the institution.

1. New Business
	1. 2022-23 Terms & Leadership – Kelley will meet with the executive team to see if we want to hold elections in Amy, or wait until fall. There are a few upcoming vacancies: Ellen, Joe (he will be officially retired), and university engagement. If there are additional vacancies due to sabbaticals or other needs, let Kelley know so those positions can be temporarily filled.
	2. Service Letters – Kelley is drafting letters now. The service letters will also include committee work.

**Dates & Deadlines:**

FS Workshops: UDIE 5/10, 2p-330p; Science & Lab 5/11, 2p-330p, location & RSVP TBA

End of Year Reports 5/13, 12p to Malea.Crosby@indstate.edu

Early Bird Registration for AALHE Conference in Providence, RI closes 4/22

IUPUI Assessment Institute Early Bird Registration open now through 7/15

1. Adjournment