Present: Margaret (Peggy) Andersen, Emily Berg (for Bill Slanger), Jeffrey Boyer, Ann Clapper, Brenda Hall, Shelby Moen, Jeremy Penn, Larry Peterson, Scott Pryor, Elizabeth Skoy, and Amy Rupiper Taggart

Recorder: Kelly Hoyt

Unable to Attend: Kevin Brooks, Julie Garden-Robinson, Beth Ingram, Brandy Randall, Bill Slanger, and Chad Ulven

1. Minutes from the 02/25/15 meeting were approved.

2. Updates
   - Updated Mini Progress Report Chart
     o Larry received a bunch of reviews last week from people.
   - Updated Trends in 2013-14 Reviews on Reflection of Student Learning
     o Larry didn't notice any big shifts in patterns from the ones that came in.
     o Amy asked why we were asking if "The report describes how the program informs students about how the learning environments are organized." She was wondering what that looks like if it shows up in an assessment report.
       ➢ Larry said it is departments telling students where and how they will learn the most important things in their program.
       ➢ Amy said learning environment sounds more like spaces, whereas Larry's explanation sounds like it would fall under curriculum.
       ➢ Brenda said during orientation they explain what their profession will entail and everything that they will be doing is related to the knowledge, skills, dispositions, etc. that they will be doing.
     o Amy said if this is important, how do we teach those who aren't doing it in this way.
       ➢ Larry said this is something that could be addressed at the workshop that will be done in April.

3. Review forms for 2014-15 reports
   - Jeff asked if they are able to check more than one option in the questions because this is important for Linda to know when setting this form up.
   - Amy asked in 2.A, if the 1/3 was the expected undergraduate student outcomes was learning outcomes.
     o Larry said yes, it should be student learning outcomes.
   - Jeremy asked where the 1/3 standard comes from.
     o Larry explained that it is in the guidelines that we expect them to report on 1/3 of the outcomes with the hope that then a department could achieve all of them in 3 years.
     o He said it might be beneficial to review the guidelines for next year since they have already been sent out this year.
   - Jeremy suggested needing a screener question at the beginning of the form to distinguish if the program is undergraduate, graduate or both and then it would guide the reviewer through the appropriate questions.

- Liz brought up Pharmaceutical Sciences and how they have undergraduate and graduate students in it, but the assessment is for the whole program.
    - Larry asked how it would be easiest for the reviewers to note this.
        - Liz suggested having a third box for Pharm D. and Masters of Architecture that says combined.
        - Larry said they could have a box for Combined that would be for the two above and then have a third set of questions for this group.
- Jeff mentioned that Number 11 should be separated because the report might be fewer than 5 pages but it isn't necessarily well organized and easy to follow.

4. Report from planning committee for assessment workshop (Ann, Elizabeth, Jeff, and Larry)
    - Workshop will be April 23 in Meadow Lark.
    - Larry will be at the next heads and chairs meeting on April 3 to review guidelines and let them know about the workshop.
    - The focus should be on non-accredited programs. The major stumbling block is not having effective learning outcomes and an effective assessment plan.
    - They will have examples of good learning outcomes and weak learning outcomes. They won't be labeled ahead of time, but will have a sheet that could be passed out and let the participants mark what they think are strong or weak and then have discussion about them.
    - If time, looking at some assessment methods. Ones that work well for learning outcomes.
    - Next fall we could do a hands-on for those to bring their assessment reports with questions they would like feedback on.
    - We may want to think about having professional development workshops on a more consistent basis.
    - Larry said others are welcome to come to the workshop and help if they would like but he realizes it's toward the end of the semester and people are busy.

5. New business
    - IQAOC – Their suggestion will probably be to combine Program Review and Assessment. Program Review might be outsourced to external evaluators. Academic Affairs and Gen Ed would be an approval committee with administrative support.
    - Larry said that IQAOC will probably suggest that Program Review should be organized by college, so that all the departments in a college would be done in one year. That way the big picture of the college can be seen and if resources are needed it would be evident.
    - IQAOC may also recommend that assessment should be decentralized. This could have a big impact on Larry's office. Assessment should be done by departments in each college. Larry isn't sure how this would be handled by the smaller colleges that only have 2 or 3 departments.
    - The role of the assessment committee would be coordinating this, providing professional development for people in the colleges. Members would not be reading reports and reviewing.
    - Dogan Comez, the chair of this committee will be making a general report to Faculty Senate in April to let them know what direction they are planning on going and try to get feedback if the Senate thinks they are on the right track.
    - IQAOC also discussed if accredited programs could have a special status in this since they go through rigorous reporting for accreditation.

Announcements:

- Jeremy - Survey going out to student affairs departments.
- Jeremy - SA is doing Assessment workshops this spring. See flyer for info. Jeremy said the slides and info are on the SA website if you can't make it to the workshops.
- Liz said they are piloting electronic testing and assessment mapping this semester. They are using Examsoft. If you have any questions or want to know more about it, contact Liz. She said it seems to be going well.

*****Next Meeting is Wednesday, April 22 at 10:30 am in Mandan*****