

## STUDENT LEARNING ASSESSMENT COUNCIL

### Minutes

January 26, 2018

3:00 – 4:30 p.m.

Members Present: Cynthia Kane, Sarah Sutton, Jerry Liss for Matt Seimears, Dan Stiffler, Alan Comstock, Shawn Keough, Tim Burnett, Roberta Eichenberg, Paul Luebbers, Michael Smith, Stephen Catt, Kim Simons, Brian Hollenbeck, Roy Briggeman, Kevin Rabas, Jim Persinger, Gary Wyatt, Alfredo Montalvo, Jessie Stallings, Rich Sleezer, Zeni Colorado-Resa, Brian Denton, and JoLanna Kord

Members Absent: Ellen Hansen, Joan Brewer, Lynn Hobson, Linda Adams-Wendling, and Mark Daly

1. The Minutes for the October 27<sup>th</sup> and December 1<sup>st</sup> meetings were reviewed. Brian Hollenbeck moved to accept the October 27<sup>th</sup> minutes and Allan Comstock seconded. The October 27<sup>th</sup> minutes were approved via hand vote with 2 abstentions (Kim Simons/Roberta Eichenberg). Kim Simons moved to accept the December 1<sup>st</sup> minutes, and Cynthia Kane seconded. The December 1<sup>st</sup> minutes were approved via hand vote, with one abstention (Roberta Eichenberg).
2. Spring 2018 Interim Department Chairs
  - a. Roberta Eichenberg was recognized as replacing Eric Conrad as interim chair of the Art department.
  - b. Jessie Stallings was recognized as filling in for Katrina Miller (sabbatical) as interim chair of the Counselor Education department.
  - c. Zeni Colorado-Resa was welcomed back from her fall term sabbatical and Dusti Howell is thanked for filling in for Zeni during the fall 2017 semester.
3. Update on High Impact Practices Research Project: Brian Denton provided a handout and reviewed the progress to date for the High Impact Practices Learning as evidenced in both the curriculum and co-curriculum. He thanked the group for sharing their practices and providing contacts that have experiences to share. The target audience for the report is universal as these practices are a key part of the university's strategic plan, are what makes our student learning experience unique, and can be shared with multiple stakeholders, prospective students, partners, and friends. The research project is a key evidence document for the upcoming Higher Learning Commission Assurance Review as it positively shows the impact and commitment the institution's faculty and staff have on the quality of the student learning experience.
4. Upcoming Assessment Workshops: There will be Assessment Workshops held in a face-to-face delivery method in the spring semester. The workshops are designed as professional development opportunities

for all faculty and professional student affairs staff. The location of the workshops is still being determined as a location with the ability for faculty to remote into the sessions is desired (Sarah Sutton – SLIM). Jo will be providing the instruction for the workshops and is looking for the best location (open seating and technology) available. All workshops will be held from 3:00 – 4:30 p.m.

The workshop dates/topics are:

- a. Thursday, March 1 – Basic Assessment Essentials the Foundations for Success (Level: Basic)
- b. Monday, March 12 – How to Assess General Education Goals in Your Course (Level: Basic)
- c. Thursday, March 29 – Designing and Using Rubrics to Measure Student Learning (Level: Advanced)
- d. Wednesday, April 4 – Planning and Implementing Course Embedded Assessment (Level: Advanced)
- e. Tuesday, April 17 – Guidelines for Writing Student Learning Outcomes (Level: Basic)

5. Reminders for Spring Semester

- a. The Faculty Qualifications folder (vitae and syllabi) uploads should be completed by the deadlines as we will need to review the documents and confirm the accuracy of the folders. Faculty Load reports will be sent immediately after spring census day (20<sup>th</sup> day enrollment).
- b. The completion of the department level assessment plan and 5-Year program level assessment cycle plans can be updated throughout the spring term as data and information become available. The deadline to complete the assessment reporting including faculty completing their course embedded assessments and reporting in the course level student learning outcome reporting tool is right after the semester ends in May. Those faculty course-embedded assessment reports will be gleaned from the survey tool and sent out to SLAC, so you can use the information for updating your assessment templates (Brian Denton is assisting in this process).

6. Overview of Changes to Campus Labs “Compliance Assist” now Planning Module: the SLAC used the technology to login and navigate around the new interface and how it presents differently. The text entries and file uploads occur the same, however the “look” of the interface has changed and the location of where certain key components are located has changed. All SLAC members are encouraged to reach out to Jo personally if there is any need for more instruction or assistance using the site.

7. Faculty Qualifications Folder and Navigating to the new site: The Faculty Qualifications Folder SharePoint site was moved to a different location and the group was shown how to navigate to the new site. Jo is teaming with Kim Sherwood in IT and will be sending out directions to navigate to the folder and how to “SYNC” the folder to your computer. Syncing the SharePoint folder to your emporia.edu cloud based SharePoint site will allow for quick access to the folder and easier uploading of files. If you need assistance in syncing the folder to your computer, please contact Kim Sherwood (IT Helpdesk -ext. 5555).

8. Open Discussion – None

9. Meeting Adjourn: 4:00 p.m. Next Meeting is scheduled for February 23rd from 3:00 – 4:30 in the Memorial Union Blue Key Room.