EMPORIA STATE
U N I V E R S I T Y

STUDENT LEARNING ASSESSMENT COUNCIL
Minutes
July 26, 2016
4:00 p.m. – 5:00 p.m.

Members Present: Cynthia Kane, Roy Briggeman, Brian Hollenbeck, Kevin Rabas, Wooseob Jeong, Linda Adams-Wendling, Michael Smith, Sheryl Lidzy for Steve Catt, Alfredo Montalvo, Jim Persinger, Kim Simons, Rich Sleezer, Eric Yang, and JoLanna Kord

Members Absent: Allan Comstock, Dan Stiffler, Ellen Hansen, Eric Conrad, Gary Wyatt, Gonzalo Bruce, Joan Brewer, Lynn Hobson, Matt Seimears, Shawn Keough, Shawna Shane, and Zeni Colorado

1. The April 12, 2016 meeting minutes were distributed and reviewed. Kevin Rabas motioned to approve the minutes, Michael Smith seconded the motion, there was no discussion and all approved via voice vote.

2. Assessment Knowledge Share
   a. An Assessment Knowledge Share sign-up sheet was circulated for the upcoming 2017 academic year. An additional sign-up opportunity will be provided at the next SLAC meeting in August.
   b. Cynthia Kane provided the Assessment Knowledge Share and the topic was dedicated to the assessment of the UL100 – Info Literacy and Technology course. Student knowledge and skills related to Information Literacy is part of the General Education Program curriculum for Goal One and is listed as a core skill. The course has multiple faculty teaching sections that are either 8-week or 16-week in duration (2 credit hours). Since 2013, the faculty have been using a standardized test to do both pre- and post-testing of students in the course to measure gains in student content knowledge and skills related to information literacy. The SAILS test is dedicated to assessing Information Literacy and is informed by the ACRL Framework for Information Literacy for Higher Education (https://www.projectsails.org/). Besides serving as an internal assessment measure, the test has been used to benchmark ESU student scores to other institutions using the instrument. The information literacy scores are centered on three levels of competency (below proficiency = <70%; proficient = 71%-84%, and mastery = >85%). This test has been aligned with three questions on the IDEA course evaluation and with course level student learning outcomes. Originally, the test consisted of 55 items randomly chosen from a 180+ item question bank. This method was used until most recently when the SAILS Project provided an option to "Build Your Own Test." This option allowed institutions the select their own set of questions from the question bank. ESU reduced the number of questions on the test from 55 to 45 and selected those questions which most closely aligned with course level student learning outcomes. This was seen as preferable as some of the randomly selected questions were not relevant to what was being taught specifically in the course and was negatively skewing the student learning results. The fall 2016 fall term will be the first iteration of the "build your own test" option. Currently, results are disaggregated by course section and also aggregated across all sections to get an overall analysis of student success in learning information literacy across the institution.

3. Announcements
    a. The 2016 Assessment Champions will be recognized at the All-Faculty Meeting held on August 18th prior to the Fall General Assembly. The meeting will be held in the Preston Family Room. The faculty being recognized are:
        i. Mallory Koci – Instructor in Interdisciplinary Studies
        ii. Andrew Smith – Associate Professor and Interim Associate Dean of SLIM
        iii. Matthew Howe – Associate Professor and Director of the Athletic Training Program in HPER
        iv. Melissa Reed – Associate Professor, Elementary Education, Early Childhood Education and Special Education
        v. Dipak Ghosh – Professor and Coordinator of Assessment in the School of Business
    b. The Summer Assessment Workshop held at Johnson County Community College on June 17 was attended by: Rich Sleezer, Associate Dean LAS and Director of General Education; Mallory Koci, Faculty; Cynthia Kane, Director of Assessment for ULA and Faculty; Terri Summey, Faculty; Clint Stephens, Faculty; Dan Stiffler, Department Chair; Eric Yang, Department Chair; Maire Johnson, Faculty; Catherine Bergman, Faculty; and Steve Catt, Department Chair.
        i. This professional development opportunity is extended every year for those interested in attending. Sending a group of individuals to the April assessment conference held at JCCC will also be considered for the upcoming year. These opportunities to expand assessment knowledge and expertise or valuable to the institution and the respective disciplines.
        ii. Building assessment capacity among the member of the campus community is one of the goals of the Office of Institutional Research and Assessment.
4. Completion of curriculum maps for every program is of the highest priority as the map serves as a key driver to program level assessment plans. Please coordinate program faculty in this endeavor at the beginning of the fall 2016 term to have completion and upload into SKYBOX no later than the end of the term.
5. Updates on Completion from IR & Assessment
    a. Jo will be reaching out to those chairs who may need additional consultation or assistance in completing the department assessment templates for this past academic year. Feedback on the submission from departments will be ongoing over the rest of the summer term, with the need to run an annual report by the end of August for the institution-wide assessment report.
    b. Program Review Indicators will be completed and sent electronically to chairs a few days after the 20th day of the fall 2016 term. This date is dictated by the retention indicator not being available until 20th day.
6. Updates – Planning for the upcoming year 2016-2017 see Table 1
    a. Chairs were encouraged to develop a front-page template used to update faculty vita showing courses taught for each semester. This sheet can then be converted to a pdf and added to the front of each faculty vita to be updated in SKYBOX Faculty Qualifications folder as of the February 1-15 deadline.
    b. The generic syllabus template to use for those courses that occur as independent studies, seminars, etc. is being sent as an attachment with these minutes. All courses must have a syllabus in SKYBOX for each term the course has at least one student enrolled.

Table 1: Updates Timeline for Faculty Qualifications in SKYBOX and Assessment Reports in Compliance Assist

Faculty Vitae for **Fall** Term **new hires**	**September 5**
Faculty Vitae for **Spring** Term **new hires**	**February 5**
Faculty Vitae **Annual Update** (current faculty)	**Annually by: February 1-15**
Syllabi for **Fall** Term Courses	**Annually by: November 15**
Syllabi for **Spring** Term Courses	**Annually by: March 15**
Syllabi for **Summer** Term Courses	**Annually by June 15**
Curriculum Maps (Program)	**Any Revisions by: May 15**
Complete Assessment Template in Compliance Assist	**Annually by: June 30**

7. Open Discussion
    a. The curriculum maps for each major will be copied (Jo will do this) from the SKYBOX folder into each department's assessment template in compliance assist.
    b. Next year's assessment plans for programs (without external accrediting directives) can consist of using the curriculum map to select a couple key courses to assess for the upcoming year with the goal of ensuring that student learning outcomes are being met and to adapt the courses to improve student learning. A good place to begin assessment focus is on the capstone or upper level courses.

8. Update on Assessment Share Commitments
    a. Revised Assessment Knowledge Share Schedule for the spring 2016 term:

SLAC Meeting Date	Knowledge Share Leader
August 23, 2016	Steve Catt
September 27, 2016	Michael Smith
October 25, 2016	
November 29, 2016	
December 13, 2016	Alfredo Montalvo
January 24, 2017	Cynthia Kane
February 28, 2017	
March 28, 2017	Kevin Rabas
April 25, 2017	Eric Yang
May 23, 2017	Linda Adams-Wendling
June 27, 2017	
July 25, 2017	

9. Meeting Adjourned 4:57 p.m. – Next Meeting Date: Tuesday, August 23, 2016 at 4:00 p.m. MU-Blue Key Room