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

STUDENT LEARNING ASSESSMENT COUNCIL
Minutes
February 23, 2016

Members Present: Ellen Hansen, Cynthia Kane, Dan Stiffler, Jim Costello, Roy Briggeman, Kim Simons, Kevin Rabas, Shawn Keough, Joe Yanik, Michael Smith, Steve Catt, Zeni Colorado, Eric Yang, Brenda Nichols, and JoLanna Kord

Members Absent: Alfredo Montalvo, Linda Adams-Wendling, Allan Comstock, Gonzalo Bruce, Eric Conrad, Gary Wyatt, Jim Persinger, Joan Brewer, Lynn Hobson, Matt Seimears, Shelly Rowley for Melissa Bailey, Rich Sleezer, Shawna Shane, and Andrew Smith

1. The December 15, 2015 meeting minutes were distributed and reviewed. Kevin Rabas motioned to approve the minutes, Cynthia Kane seconded the motion, there was no discussion and all approved via voice vote.

2. Kim Simons began his assessment knowledge share by posing the question, what can be done to engage all faculty in working towards improving the student learning experience? It was framed from an assessment perspective where past experiences were to have a retreat or meeting at the beginning of the spring term to bring all the information together to complete the program assessment of student learning report (PASL). The issue was that there wasn't a history or routine of how this was to work and thus the need to ask others for insight into how it was addressed departmentally in other disciplines. Joe Yanik mentioned a strategy used by the Mathematics and Economics department where all faculty retreated and developed lists of strengths and weaknesses. The group then decided on an annual basis strategies to minimize the weaknesses and focus efforts on improvement strategies. The overall faculty participation was recorded and reported through the efforts of Rob Catlett. Steve Catt mentioned that through participation in the Assessing General Education Workshop that he received information and instruction that he was sharing among the faculty in the Communication and Theatre department. JoLanna Kord confirmed that the approach to improving student learning was less important than creating the time and space for the conversations to happen. Department chairs have the ability to create these times for faculty to engage in conversations about improving the student learning experience and were encouraged to do so regularly. Those topics that are discussed repeatedly are those that are a priority and making the time to emphasize improving student learning benefits everyone involved in the learning process.

3. JoLanna Kord spoke about recognizing the important assessment work that has been occurring this year as the collective efforts of faculty by incorporating student learning outcomes into all course syllabi. In turn, all of the work that is being done in confirming curriculum maps for every program where program level learning outcomes are being aligned with those course level learning outcomes. These exercises confirm program currency while providing direction on where to focus student learning improvement efforts. As an outcome of the curriculum mapping process, faculty become aware of how their courses contribute to the overall student learning experiences, it also becomes apparent of where weaknesses and voids exist within the curriculum. There will be many opportunities for department chairs to engage faculty in improving student learning by diagnosing the findings from the curriculum mapping experiences. This is the area where we will begin focusing assessment

efforts going into the 2017 academic year. The mantra for engaging faculty is "Make the Time" for the dialogue to occur.

4. The FACULTY LOAD Template was reviewed and many questions arose about the particulars of the template. It was determined that adding in an additional spreadsheet tab named "Notes" was appropriate for chairs to be able to make comments about particulars related to the load assignment for their faculty. The faculty load report will be downloaded from the Banner database and an individual load report will be sent to each department chair listing those faculty assigned to the department. There will be additional support available for using the template. If needed, contact Jo and set up a time for further support. Those not in attendance at the meeting will need to contact Brenda Nichols to schedule a time to meet with Jo for an overview.

5. Updates – Planning for the upcoming spring term and annual faculty vitae update changed see Table 1

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

Faculty Vitae for Spring 2016 (new hires)	**February 5**
Syllabi for Spring 2016 Courses	**January 30**
Curriculum Maps (Program)	**May 15**
Complete Assessment Template in Compliance Assist	**June 30**
Faculty Vitae Annual Update	**February 1-15**
Syllabi for Fall 2016 Courses	**November 23**

    a. Updated vitae will be placed in the existing folder where the fall vitae were uploaded. The naming conventions are to be used to designate that the vitae is current as of the spring 2016 term. After the spring updates which are occurring, faculty vitae updates will be uploaded in the SKYBOX annually from February 1 through 15th each academic year. Note this applies to updates, new faculty hires should have their current vitae uploaded in the folder when the hire is confirmed (fall or spring term, as applicable).
    b. Kim Simons proposed that individual folders could be placed in the syllabi folder for each department. It was noted that it would be easier for department chairs to keep syllabi organized and confirm that they are all present.
    c. It was also recommended that a separate folder for summer course syllabi be added to the SKYBOX as well.

6. Update on Assessment Share
   Cynthia Kane was scheduled to lead at the January meeting which was cancelled as it coincided with the spring Faculty meeting and General Assembly. A void was present in the schedule for the June 21st meeting, therefore Cynthia has graciously agreed to do her knowledge share at the June 21st meeting.
    a. Revised Assessment Knowledge Share Schedule for the spring 2016 term:

SLAC Meeting Date	Knowledge Share Leader
February 23, 2016	Kim Simons
March 22, 2016	Eric Yang
April 12, 2016	Kevin Rabas
May 17, 2016	Linda Adams-Wendling
June 21, 2016	Cynthia Kane
July 19, 2016	Eric Conrad
August 16, 2016	Steve Catt

7. Meeting Adjourned 5:07 p.m. – Next Meeting Date: Tuesday, March 22, 2016 at 4:00 p.m. MU-Kanza Room,