

STUDENT LEARNING ASSESSMENT COUNCIL

Minutes

December 15, 2015

Members Present: Andrew Smith, Cynthia Kane, Dan Stiffler, Eric Conrad, Gary Wyatt, Roy Briggeman, Kim Simons, Kevin Rabas, Shawn Keough, Linda Adams-Wendling, Jerry Liss for Matt Seimears, Michael Smith, Rich Sleezer, Shawna Shane, Steve Catt, Zeni Colorado, and JoLanna Kord

Members Absent: Alfredo Montalvo, Allan Comstock, Ellen Hansen, Gonzalo Bruce, James Costello, Jim Persinger, Joan Brewer, Joe Yanik, Lynn Hobson, Shelly Rowley for Melissa Bailey, Eric Yang, and Brenda Nichols

1. The October 20, 2015 meeting minutes were distributed and reviewed. Gary Wyatt motioned to approve the minutes, Steve Catt seconded the motion, there was no discussion and all approved via voice vote.
2. The work in the Faculty Qualifications folder in SKYBOX has concluded for the fall 2015 term. Faculty vitae and course syllabi have been uploaded as well as a curriculum map for one program from each department. A Qualification Forms folder contains electronic copies evidencing faculty who have met qualifications by either the Master's +18 or Equivalent Experience options. All faculty including those who met qualifications by terminal degree have their qualification forms on file in the Provost's Office, electronic files were only needed in the evidence room for the Master's +18 or Equivalent Experience options.
 - a. We briefly discussed the process for communicating initial faculty course assignments with the Registration Office and the follow-up that occurs when there are changes to these initial assignments. It was noted that course assignments can change throughout the time between initial assignment and the beginning of the term and that differing circumstances occur necessitating change. There is a notification process in place that is completed by the chair and submitted to the registration office.
 - b. The group discussed the opportunity to create a universal syllabus with customizable textbox fields to be used by faculty to generate a syllabus for specialized courses and instruction such as independent studies, thesis projects, and research projects. A universal syllabus template will be created and shared with the group to vet and provide input in designing a useful and efficient syllabus template.
3. Shawna Shane provided the Assessment Knowledge Share for the meeting. She talked about how the assessment process is organized in her department, the roles that the chair and faculty serve, and how the end resulting report is shared back with faculty to use as an impetus to make changes to improve student learning. The data collection in specific courses has been identified prior to the beginning of the fall term and faculty report results at the end of each term. She emphasized that collecting data at one time, end of year wasn't effective and that is why they collect on a term-by-term basis. Questions were asked about how she differentiated her assessment strategies based on whether or not a program was under the guise of the Kansas State Department of Education (KSDE). Although the KSDE programs have a very stringent set of criteria for collecting and reporting data, she used a similar format to align assessments for those programs in the department which weren't directed by the KSDE. It was encouraged that Council members read through the Annual Assessment (2015) report section for the Health,

Physical Education, and Recreation department. This section of the report has some good examples of how assessment strategies can be implemented and reported on.

4. Updates – Planning for the upcoming spring term

- a. Faculty Qualifications Folder in SKYBOX – we will continue the process of uploading syllabi for the spring 2016 term early on in the semester and those faculty who were newly hired for the spring term will need to have a current vita (along with course assignments for the spring term) uploaded as well. Updates to existing vitae will occur in the fall 2016 where spring 2016 course assignments and fall course 2016 course assignments are updated (Table 1).
- b. Curriculum Mapping for all programs within each department. The goal is to have all program maps completed by the end of the spring 2016 term. It is acknowledged that some departments may need to take a longer period of time to develop the maps. We will continue to re-visit this topic as we work through the process. A listing of department programs will be provided.
- c. Compliance Assist – the student learning improvement plan assessment templates for each department has been updated and is available for entries for Academic Year 2016 assessment reporting. The goal is to identify assessment strategies for all programs within a department and to continue to write to the department level vision for assessment and improving student learning. Entries into the assessment templates should be completed no later than June 30, 2016, which is the end of the academic year.

5. Open Discussion

- a. It was suggested that providing some examples of student learning outcome statements may be valuable. This was brought up as an opportunity to share common language and to assist in creating learning outcomes statements that are coherent to all.
- b. A Faculty Load Report template has been created to assist chairs in computing faculty load assignments. It is anticipated that the template will be available for use with the spring 2016 load reports. More details to follow, as we are still waiting on confirmation on some specifics from the Music department.
- c. Revised Assessment Knowledge Share Schedule for the spring 2016 term:

SLAC Meeting Date	Knowledge Share Leader
January 19, 2016	Cynthia Kane
February 23, 2016	Kim Simons
March 15, 2016	Eric Yang
April 12, 2016	Kevin Rabas
May 17, 2016	Linda Adams-Wendling
June 21, 2016	?
July 19, 2016	Eric Conrad
August 16, 2016	Steve Catt

6. Meeting Adjourned 5:00 p.m. – Next Meeting Date: Tuesday, January 19, 2016 at 4:00 p.m.

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	November 15
Syllabi for Fall 2016 Courses	November 23