Assessment Advisory Committee Meeting Minutes

September 21, 2016

I.   The Assessment Advisory Committee will:

- Help to develop institutional climate for best assessment practices
- Promote ongoing sustainable academic assessment
- Assess policy and procedure for assessment
- Assist and advise in the implementation of meaningful assessment

II.   Kimberly Walker is best contact for Assessment questions and concerns
        803-777-0072
        youngkb@mailbox.sc.edu

III.   General Information

- Review and feedback process will begin mid-October
- Need assistance in identifying faculty liaisons
- Identify plans for each college to go on website. Shows what to expect and achieve when working with OIRAA on Assessment
- Assessment planning is fulfilling needs and promising students a quality education

IV.   Spring Workshops

- Introduction to Assessment Plan Composer
    o Held in January
    o Best for new users
- Creating an Assessment Plan
- Assessment Planning with Best Practices in Mind
    o Held in March
    o Best for seasoned veterans,
    o Consists of taking an Assessment Plan to the next level and dealing with curriculum maps

V.   Announcements

- Learning outcomes will be pulled from Assessment Plan Composer in November. Working with the registrar's office to get academic bulletins out at a reasonable time, and keep external accrediting agencies in mind moving forward for better deadlines
    o Learning outcomes come from most recently submitted plans
    o For programs that do full academic year reporting, try to be more collaborative so that deadlines work better for everyone
        ▪ Accreditation cycles trump other academic/calendar year
        ▪ Ability to work individually with more colleges and programs that have more complex reporting structures

- Possibility of moving to an every other year submission plan
  - Before moving forward would need Assessment Plans to be in a much better format than they are now
  - Every other year reporting could create issues with compliance, however, would still receive feedback for every year for individual department and allows for more personalized feedback
    - Some programs are on 5-7 year review cycle and goals do not always change
    - 2 year reporting provides trends and allows to see big changes that need to be adjusted before due date
    - Different colleges having different staggered due dates (odd years/even years)
    - 2 year cycle was said to make sense as long as programs do not change

- Looking at other software options
  - Interest in creating a working group to figure out better software options and using a committee to gain momentum
  - APPs system captures new programs while learning outcomes come from Assessment Plan Composer
    - Look to explore using APPS to collect learning outcomes for new programs
    - Learning outcomes that have to be approved by faculty governance processes through APPS might be taken more seriously as things that guide the program instead of being a separate entity
  - If making changes to the development of new learning outcomes routed to instructors or OIRAA would have to go through Assessment Plan Composer for each specific school
  - Would need to draft policy in order to change process and that would take time

- Faculty liaisons
  - Looking for a Curriculum Accountability Coordinator
  - Someone who is already in this role or can assist with this process
  - If you know of quality candidates please send Kimberly that information

VI.   Next Meeting

- November will be a working meeting
- Focus: rubric updates
  - Scaling the rubric
  - Wording
    - Want to be able to get tangible feedback for what is happening