Assessment Facilitators Group Meeting Minutes  
March 25, 2016

Attending: Melinda Jackson (DA), Carol Reade (CoB), Roula Svorou (AF H&A), Demerris Brooks (Student Affairs), Elaine Collins (AD CoS), Ann Agee (AF Library), Robin Love (AF EDU), Emily Wughalter (AF CASA), Hilary Nixon (AF CoSS), Thalia Anagnos (AVP, GUP), Romando Nash (Student Affairs), Paul Cascella (AD EDU), Ron Rogers (AD CoSS), Sulekha Anand (AF CoS)

1. February minutes were reviewed and approved

2. “Sparking the Loop” brainstorming activity and discussion around ways to inspire faculty ownership around closing the loop. The group engaged in a focus group discussion on these topics in preparation for an upcoming presentation by Melinda Jackson, Emily Wughalter, and Hilary Nixon at the WASC Academic Resources Conference.

3. The group reviewed the revised Program Annual Assessment Report. The pros and cons of dropping the required data elements section were discussed and it was decided that this section should be dropped from the report to keep the main focus on direct assessment of student work products, and implementation of improvements based on past assessment results (closing the loop). The revised form will be finalized and posted on the GUP website shortly. ACTION: Associate Deans will be asked to email department chairs in their colleges with a notice about the revised form and reminder that these reports are due June 1.

4. Review and discussion of AAC&U VALUE rubrics for the five Core Competencies. It was generally agreed that these rubrics provide a good starting point for developing assessment plans for each of the CCs at SJSU. Further discussion with the relevant subgroups for each CC will be needed.

5. Update on plans to collect videotaped student presentations from capstone courses at the end of the semester to assess Oral Communication. Several capstones have been identified in the colleges of Business, Engineering, and Social Sciences. Ideally, data will be collected from all 7 colleges this semester. ACTION: MJ will follow up with AFs and ADs to help identify additional capstone courses with student oral presentations.

6. Announcements:

Director of Assessment position announcement will be distributed by GUP office soon. Melinda Jackson will be stepping down at the end of this semester to return to the Political Science department where she will serve as chair.

AFs and ADs are encouraged to consult the Program Planning calendar on the GUP website to see which programs in their colleges will be submitting their self studies next year, and to reach out to those programs now to see if they have questions or require additional support around assessment issues and reporting.
Reminder: CSU Symposium on Core Competencies Assessment will be held at SJSU on Friday, April 22nd. Keynote speaker Eric Gaze of Bowdoin College will focus on Quantitative Reasoning curriculum development and assessment. All group members are encouraged to attend!