Assessment Facilitators Group Meeting Minutes 9/11/15

Attending: Melinda Jackson (Director of Assessment), Valeria Molteni (Library), Kathleen McSharry (H&A), Roula Svorou (H&A), Julie Sliva (Science), Lynne Trulio (Social Sciences), Hilary Nixon (Social Sciences), Carol Reade (Business), Pam Richardson (CASA), Emily Wughalter (CASA), Robin Love (Education), Demerris Brooks (Student Affairs), Brandon White (Program Planning Chair, guest), Thalia Anagnos (AVP Graduate & Undergraduate Programs)

Meeting convened 12:30pm

- New AVP of Graduate and Undergraduate Programs Thalia Anagnos welcomed the group to the 2015-16 academic year and talked about the importance of the Assessment Facilitators in connecting to many different groups across campus and providing support to individual programs, particularly in response to recent feedback from WASC.

- The group reviewed and discussed the feedback from the WASC Visiting Team Report (May 2015). Melinda Jackson highlighted the following areas for immediate attention, related to assessment.
  - Need to develop plan to assess all 5 core competencies (Written Communication, Oral Communication, Information Literacy, Critical Thinking, and Quantitative Reasoning) at or near graduation. Plans are underway to create working groups focused on each of the core competencies this year.
  - More focus on “closing the loop” – developing plans to support programs in better understanding this step of the assessment cycle.
  - Improvement of graduate PLOs to reflect appropriate expectations and outcomes for higher level learning. Kathleen Roe and David Bruck will continue to work on this through the “Blooming and Tuning Project” this year.

- The group requested additional materials to share with departments on “closing the loop”. **ACTION ITEM**: MJ will develop and share presentation materials on this.

- MJ proposed a plan for the AF group for 2015-16 that included three main tasks:
  1. Providing feedback on program annual assessment reports by November 1, perhaps working in teams of two across different colleges.
  2. Review of assessment for GE courses in programs going through Program Planning review in 2015-16.
  3. Providing feedback on GE annual course assessment reports.
  4. Increasing the number of AF meetings to 7 per semester (2 each in September, October, and November; 1 in December).

The group discussed the logistics of pairing up in teams of two for reviewing the program annual reports, but decided that this would represent an increased rather than decreased workload for most colleges. **ACTION**: It was agreed that the colleges of Education (which has the smallest number of programs) and Humanities & Arts (which has the largest number) would team up to review program assessment reports this fall. **ACTION**: The other AFs will review only the programs in their own colleges, as in past years. After the feedback has been completed, we will try sampling a small number of reports (5) from each college to share with
an AF from another college, for additional perspective and as an informal test of inter-rater reliability.

There was a lengthy discussion of the pros and cons, and logistics, of having the AF group provide feedback to BOGS on the GE courses going through program planning this year. In the end, the group felt that this would represent too great a workload increase for the AF group, and that BOGS should be well-equipped to evaluate assessment practices for these courses. **ACTION:** The plan to have the AF group participate in review of GE courses in program planning was tabled for now.

The group also discussed the purpose and logistical considerations of providing feedback on the GE course annual assessment reports, which BOGS is prohibited by policy from providing, and has therefore not been done to date. MJ expressed the view that GE course coordinators may resent being asked to prepare these annual reports when they receive no feedback, and that it is important to have someone tracking whether or not these reports are submitted and providing at least minimal review of their content. Given the number of GE courses at the university (approximately 275 total), further discussion will be required to determine a reasonable and sustainable approach to providing feedback on these annual assessment reports. **ACTION:** The group will take up discussion of this issue at the next meeting.

Several group members expressed concern about increasing workload for Assessment Facilitators, with the addition of the core competencies workgroups, and review of GE course annual assessment reports, as well as a greater number of meetings per semester. MJ agreed that while AFs currently receive .20 assigned time for each semester, these new tasks would represent an increased workload going forward. Given that AFs were not aware of this when they accepted the assignment for 2015-16, it was suggested that it would be more reasonable to phase in new responsibilities more gradually, beginning in Spring 2016.

- MJ asked AFs to let her know if they would like to attend any of the WASC assessment training sessions offered in the coming year, or the annual WASC ARC conference in April 2016, pending funding availability.

Proposal: Next meeting Friday, September 25, SH331, 12:15-1:45pm. Continue discussion of AF group plans and workload for 2015-16. Future meetings for Fall 2015: October 9, November 6, December 4

Meeting adjourned 1:50pm