AF Group Meeting Minutes
Friday, September 25, 2015

Present: Melinda Jackson, Emily Wughalter, Hilary Nixon, Jennifer Dinalo, Valeria Molteni, Julie Sliva, Elaine Collins, Demerris Brooks, Jinny Rhee, Robin Love, Thalia Anagnos, Roula Svorou

Meeting was called to order at 12:15pm. Minutes of previous meeting were approved.

AF group tasks for Fall 2015 semester were discussed. It was agreed that the main tasks for this semester would focus on review and feedback on program annual assessment reports, due by Dec. 15 (rather than Oct 1), and responses to WASC feedback, specifically with regard to further development of example and support on “closing the loop”.

The group further discussed the issue of who should be responsible for GE annual course assessment report feedback. One suggestion was to ask the GE course coordinators to meet to review and discuss the annual course assessment reports and provide minimal feedback. **ACTION: Follow up on discussion of this suggestion – explore different options for structure, support for this GE Course Coordinator Retreat. (Put on agenda for next meeting.)**

Melinda shared several articles related to “closing the loop” and enhancing the student experience related to assessment that are posted in Assessment Committee folder on Google Drive, and suitable for sharing with programs looking for information and support on these topics.

It was suggested that creating a Canvas shell for the AF group to facilitate sharing of documents might be more effective than using Google Drive. **ACTION: MJ will request a Canvas shell for the group for future use.**

AVP Thalia Anagnos demonstrated the use of Canvas rubrics for tracking assessment outcomes in ENG10. Further information on this topic is available in several videos on the Program Assessment webpage: [http://www.sjsu.edu/ugs/faculty/programs/](http://www.sjsu.edu/ugs/faculty/programs/)

AFs are encouraged to share this information about using Canvas for assessment data collection and reporting with programs in their colleges, and help to support individual faculty in utilizing this technology. MJ is available for presentations/support as needed. Jennifer Redd, Interim Director of Academic Technology, is also available to help with uploading PLOs into Canvas, and training/support on using Canvas rubric functions.

Meeting adjourned at 1:15. Next meeting: October 9, Clark Hall 412