

Outcomes Assessment Committee Meeting
August 28, 2024
3:00 pm to 4:00 pm
Zoom

Attendance: Erik Rolstad, Amanda May, Rod Rock, Stephen Owusu-Ansah, Sarah Tracy

Review of Minutes

- Erik screenshared the minutes and reviewed them verbally. He then opened the floor for comments. Stephen said they looked fine.

Agenda

- Erik mentioned plans available on the website and suggested prioritizing the distribution of resources about those plans in addition to ensuring we receive data. The data we have is an opportunity to clean up the plans.
- Erik also shared that the general education website is currently empty, but our committee is more focused on the programs and departments. Erik reported that Ian Williamson and the HLC committee will begin working to get the general education plan together.
- Erik opened the floor for recommendations of what to focus on this year. Rod suggested ensuring people have viable plans.
- Erik mentioned that the departments who are accredited have plans, but others are behind on examining and talking about the data.
- Amanda suggested partnering with the CTE to do workshops, presentations, or Q and A sessions. Sarah commented she remembered having examples would be useful. Amanda commented a connection to science writing with claim, evidence, and explanation.
- Rod asked if we were on the academic affairs agenda to report timelines. Eric suggested being on the dean's biweekly agenda and identified two potential issues: some programs may have lost data due to the OIER turnover and some may not have sent the data.
- Rod asked about whether we had timelines for the HLC committee and whether we were responsible for doing the report. Erik responded that there is no formal timeline currently, nor is there a formal responsibility for writing the report. While we have taken a more active role in collecting data in the absence of an OIER director, we have historically been more hands off.
- Stephen recommended we write the departments and deans about the plans. Additionally, he suggested that we meet departments who are struggling. Using his department as an example, Stephen noted that some departments are not closing the loops.
- Erik reiterated that we set a date by September and email the deadline out, that we can reinforce this deadline if we meet with the deans, and that we can offer support to departments who still don't respond.
- Erik proposed a soft deadline of September and a hard deadline of December.
- Erik asked where the workshop would fit in. Amanda suggested the workshop be in October to remind people of the hard deadline and provide assistance.
- Amanda shared some information with the committee from April, noting that grades were not preferable data but that it is not a hard requirement.

- Sarah expressed her concerns that missing reports may undermine accreditation.
- Erik noted that our current CBA notes that faculty are all required to do assessment, and we briefly discussed that.

Meeting Time

- Erik opened a discussion of meeting times.
- Amanda raised the issue of her office hours. Sarah raised the issue of being a single parent.
- Erik proposed 2 to 3 pm.

Action Items

- Amanda agreed to contact the CTE.
- Erik added that he would try to get us on the agendas for deans meetings.
- Erik proposed the next meeting date as September 11 at 2 pm. The committee agreed to meet.

Meeting Adjourned at 3:35 pm.