

## **Outcomes Assessment Committee Meeting**

**September 25, 2024**

**Attendance:** Erik Rolstad, Amanda May, Sarah Tracy, Stephen Owusu-Ansha

**Absent:** Rod Rock

**Call to Order:** 2:04 pm.

**Approval of Minutes from September 11:** Sarah moved to approve; Stephen seconded. Amanda suggested to amend the former minutes to note an absence and moved to approve with the amendment. All in favor.

**Agenda:** Amanda moved to approve. Sarah seconded. All in favor.

**Taskforce Updates:** Erik shared that the HLC 4.B taskforce is still looking for additional members and that Patrick raised no concerns as the chair of the co-curricular outcomes assessment.

In future semesters, Outcomes Assessment reports will also use cover sheet. The HLC committee will edit the cover page, but it is key to include how we are closing the loop. The Outcomes Assessment Committee will lead the charge in teaching people how to do this.

Erik has distributed his last reminder to faculty members. The provost and deans will be following up. Erik announced that business located its reports, which will improve our report figures, but there are still two departments that are not responding.

**Conferences:** Erik presented two conference opportunities: the HLC and the Oregon Assessment conference in September. Roxanne will fund participants interested in attending. Sarah asked for additional information about the HLC conference. Erik volunteered to get more information and distribute it by email.

**Handbook Review:** Erik reviewed the Faculty Handbook responsibilities for the OA committee and briefly discussed some potential changes in terms of when we collect data. While our committee has focused on getting the data, the handbook lists review as part of our responsibilities. Erik interpreted this as needing to review the data as ensuring reports are sound. Sarah raised concerns about the relevance of the feedback in relation to each department. Erik mentioned the potential for an invitation to others to provide feedback.

The committee's responsibilities also include an annual report. Stephen asked which year we would be reporting on. If we delay, we will report in 2025-2026. Amanda suggested using the minutes from last year to create the report. Sarah volunteered to write the report. Erik offered to distribute the minutes.

**Upcoming Training Workshops:** Erik reported that he and Amanda met with CTE, who will provide Zoom links. If the information is general enough, we could reach both Co-Curricular Outcomes Assessment. Erik shared the dates and suggested doing pre-recorded videos of 20-minute and 30-minute Q & A sessions. Erik also shared the structure, modified from Amanda's ideas:

orientation, procedures, and assembling the report. Erik solicited opinions over the structure. Stephen expressed concerns about reaching the 20-minute limit. Erik suggested Stephen narrate his slides for upload to the website. Erik hopes that the workshops will be well-attended. Stephen volunteered to edit the slides for a 20-minute format. Erik suggested Amanda do the part about examples. Stephen volunteered to take October 18, Amanda volunteered to take the 25, and Erik volunteered to do November 1. Erik invited Sarah and Rod to drop in where it fit in her schedule. Erik said that the biggest bulk of the work for us is to create the 20-minute materials. Stephen asked for the location of the CTE, and Amanda shared verbal directions.

Amanda asked when to have the materials done. Stephen advocated for a week. Erik suggested workshopping the slides at our next meeting, which is tentatively October 9. Sarah offered to bring a draft of the report.

**Meeting Adjourned at 2:40 pm**