**University Learning Assessment Committee Meeting Minutes**

Location: Memorial Union: Smoky Hill Room UN215

Date: 11.8.23

Time: 3:00 - 4:00 PM

Attendance:

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| Mr. Andrew Cutright (Univ Assessment Dir), ChairDr. Brad Will (General Ed & AHSS Assist Dean)Ms. MaryAlice Wade (Library)Ms. Karen McCullough (Student Affairs)Dr. David Tarailo (Faculty Senate)Dr. Jeanne Sumrall (STM Assessment Coordinator) | Dr. Masa Watanabe (STM Asmnt Coordinator)Ms. Shelly Gasper (Assessment Data Collection)Ms. Judy Brummer (COE Asmt/Accred Assist Pgm Dir)Dr. Karmen Porter (HBS Assessment Coordinator)Ms. Magdalene Moy (TILT)Mr. Issac Wilson (Assist Dir of Student Engagement) |

Absent:

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| Mr. Kyler Semrad (Student Gov’t Association)Dr. April Park (HBS Assessment Coordinator)Ms. Amie Wright (BE Assessment Coordinator) | Dr. Jennifer Bechard (HBS Assessment Coordinator)Dr. Kenny Rigler (Ed Assist Dean) |

**Minutes**

**Agenda Item:**

1. Introduction of new committee member: Isaac Wilson: Assistant Director of Student Engagement

**Discussion:**

Mr. Issac Wilson was introduced as a new member of the University Learning Assessment Committee. Mr. Wilson was added to enhance the University’s focus on an area believed that should be improved upon in the co-curricular assessment of student learning. Mr. Wilson will be looking to better understand the academic assessment of student learning processes to see where some crosspollination opportunities may be leveraged. Through the HLC assurance argument creation process as well as visit it was clear we need additional focus on co-curricular of student learning. HLC has published some clarification documents on what they mean by co-curricular that can be found [here](https://www.hlcommission.org/Policies/core-component-4-b-what-does-hlc-mean-by-cocurricular.html). In short, they define co-curricular as follows:

***‘COCURRICULAR****Learning activities, programs and experiences that reinforce the institution’s mission and values and complement the formal curriculum. Examples: Study abroad, student-faculty research experiences, service learning, professional clubs or organization, athletics, honor societies, career services, etc.’*

**Conclusion:**

As the University’s assessment of student learning expands to include cocurricular we will need to work more closely with those engaged in activities/events/experiences to ensure we share existing best practices, experiences, processes, resources to leverage what we have learned in our academic processes.

**Action Items:**

None

**Agenda Item:**

1. Observations from HLC visit

**Discussion:**

Following the prior weeks visit from the HLC review team committee members outlined what they heard in the interactions they had in the various engagement opportunities. The committee chair outlined the focus of the reviewers in his meeting with the team was mostly on the topic of “closing of the loop” and which programs have evidenced they have done so in their programs. The reviewers were complementary of the University’s efforts to enhance assessment of student learning, the creation of procedures to do so, the involvement of faculty/staff in the process but they were clearly most interested in understanding where we have used these processes to implement change that led to subsequent learning improvement. It was outlined by Dr. Will that the review team was also interested in understanding the same “closing of the loop” evidence when it came to general education assessment. The committee was also informed that the exit interview with the HLC review team went well and no high-level “red flags” were brought up. The HLC review team will compile their report then allow the university to respond to any “concerns of fact” and ultimately will be sent on to the overall HLC review board for approval likely in early 2024.

**Conclusion:**

Based on the interactions with HLC review team and their focus on closing of loop evidence the committee will need to have a heightened focus on informing programs and structuring processes to better ensure our processes are able to evidence these activities moving forward. One step to enhance focus on closing of the loop was made last year in the updating of the Program Assessment of Student Learning Report template, where additional language focused more on “how/what changes are being made to improve student learning results” and less focus on process but there is more we can do. A clearer definition of what “closing of the loop” is needs to be discussed and the committee was shared the following definition from Dr. Kuh:

*“Completing the assessment cycle (gaining evidence of improved student learning) is assessment’s nirvana: Measuring the impact of the action taken to improve student learning”*

Our focus needs to be on getting programs to the point where they can evidence improved student learning. There was some concerns that improvement in assessment processes could be deemed closing the loop as they could led to improved student learning results. The alternative thought on that point is that is a process improvement that moves the program closer to the ability to close the loop in student learning but is not an actual closing of the loop in student learning.

**Action Items:**

The Assessment Report Review Rubric’s language needs to be better aligned on the “closing of the loop” element to ensure reviewers are looking for evidenced improvement in student learning resulting from a change implemented because of a gap in learning observed previously. The committee chair will share updated language with the committee for feedback and then implementation in reviewing reports from AY2023.

**Agenda Item:**

1. Assessment of Student Learning Reviews, process, and timeline walk-through

**Discussion:**

The annual submission of Program Assessment of Student Learning reports will be Wednesday November 15th. Following submission of assessment reports the University Director of Assessment will send out committee members the reports they will review and a link to the updated Qualtrics form to evaluate and submit their reviews. Assessment reports will be uploaded to the Blackboard Assessment community page and accessible to all committee members. The due date for the submission of review of reports by committee members will be December 29th. A timeline for the process is below:

**Conclusion:**

Additional communication on the review of assessment reports will be shared via email with committee members.

**Action Items:**

None