**University Learning Assessment Committee Meeting #8 Minutes**

Location: Center for Student Success: CSS 304 – Training Kitchen

Date: 5.8.24

Time: 3:00 - 4:00 PM

Attendance:

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| Mr. Andrew Cutright (Univ Assessment Dir), ChairMs. MaryAlice Wade (Library)Dr. Brad Will (General Ed & AHSS Assist Dean)Dr. Karmen Porter (HBS Assessment Coordinator)Dr. Jennifer Bechard (HBS Assessment Coordinator) | Ms. Shelly Gasper (Assessment Data Collection)Dr. Jeanne Sumrall (STM Assessment Coordinator)Dr. April Park (HBS Assessment Coordinator)Dr. Kenny Rigler (Ed Assist Dean)Ms. Judy Brummer (COE Asmt/Accred Assist Pgm Dir) |

Absent:

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| Mr. Kyler Semrad (Student Gov’t Association)Dr. Masa Watanabe (STM Asmnt Coordinator)Dr. David Tarailo (Faculty Senate) | Ms. Karen McCullough (Student Affairs)Dr. Magdalene Moy (TILT)Ms. Amie Wright (BE Assessment Coordinator) |
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**Minutes**

**Agenda Item:**

1. Final New Program Review discussions and aligning program assessment of student learning expectations. Where is the balancing point?

**Discussion:**

LAC chair outlined no additional feedback was received from LAC members following the 4.10.24 committee meeting. Additional feedback was solicited from present members, but it was concluded that no amendments to the proposed every-other-year “full reporting” with off-year “data reporting” was deemed necessary. It was outlined in the calendar provided that full reporting *(i.e. the same reporting procedures as last year)* will take place for both AY2025 and AY2026 with the first data reporting year being AY2027. No communication will come out on the updated reporting cycle so as to reduce any confusion; as no changes for the next 2-years will be expected.

**Conclusion:**

LAC will inform the Program Review Chair that the annual program assessment of student learning process will be amended to an every-other-year full report with a data-only report in the off year. The first year for data reporting will be AY2027 when programs will be submitting their program review reports for submission to KBOR. This new cycle will allow both 2 full assessment of student learning reports and review by the LAC prior to submission; and a full assessment of student learning report/review the year prior to a program’s submission of the program review report.

**Action Items:**

-Provide Program Review Chair an update on the Program Assessment of Student Learning process moving forward *(Committee Chair)*

**Agenda Item:**

1. Recap of LAC AY2024 Goal Achievement

**Discussion:**

As the LAC’s AY2024 work comes to a close the chair wanted to through the 4 objectives/goals he outlined in the 1st meeting of the year to outline his impressions of achievement and gauge the LAC’s thoughts as well. The 4 goals outlined were:

1. *Enhancing communication back to Colleges, Departments, Programs of the committee’s work, best practices, and expectations*
	1. *This starts with defining the expectation of each committee member (i.e. who, what, when, why, where)*
2. *Review of Annual Program Assessment Reports following the November 15th reporting deadline*
	1. *I envision a similar process to last AY*
3. *Utilization of data to inform University stakeholders on the status of learning in programs taking place across campus*
4. *Continued streamlining of data collection processes through the use of our assessment management system (AEFIS) where possible*
	1. *General Education’s assessment process has the ability to be leveraged across many programs*

The chair’s thoughts on each of the following goals were as follows:

1. The chair asked the LAC to provide how each of them felt they did at relaying information back to their respective stakeholders as the chair is often not a part of those communications. Overall, committee members believe their communication back to the colleges, departments, and programs went pretty well. Two committee members mentioned they report out at College/Department meetings on the proceedings of the committee work they are a part of; others mentioned they forward on LAC meeting minutes, and others mentioned they only provide the pertinent information of the LAC back to their respective areas. Overall, the chair was pleased with the communication LAC members outlined they are facilitating. Although communication can always be improved upon, the chair believes the deliberate ask of LAC members to communicate back with their stakeholders is making a difference in advancing the culture of assessment on campus, so thank you for your continued efforts in this area.
2. The LAC was once again quite successful in the achievement of this goal. We were able to review all programs who submitted their AY2023 assessment of student learning reports on time and were further able to deploy the Microsoft Form for report submission as well as program’s perceptions of assessment activities and status via the questionnaire preceding attachment of the report. The LAC’s reviews indicated lower overall performance in reviewed reports this year but also provided us an avenue to enhance our consistency in reviews beginning next year.
3. The LAC expanded our reporting to university stakeholders this AY by the addition of a Microsoft Form where programs uploaded their annual reports. Prior to assessment reports being collected, assessment coordinators *(or those who act as such)* were asked a series of questions outlining their program’s status when it comes to the assessment of student learning in their programs. Academic counsel was provided this updated “perceptions” data along with the standard status of submitted assessment reports and their overall reviews. The enhanced reporting allows all stakeholders better transparency into how assessment of student learning is going at FHSU. Although this is an improvement, we still have programs who are not participating in the process or providing little effort, we will continue to work to advance all program’s work in the assessment process.
4. Opportunity remains in advancing this goal; roughly ½ a dozen programs are utilizing AEFIS to pilot data collection of AY2024 program assessment of student learning data this year. AEFIS has enhanced data collection feasibility by adding rubric element level results from Blackboard as well as enhancing their data reporting by adding access to “data sets.” Both enhancements make collecting and analyzing assessment of student learning results easier. Although, the number of overall programs that are utilizing AEFIS is low, we continue to see success from both General Education and FHSU Mission Theme assessment processes use of the tool.

**Non-Goal Work this year:**

Although these items were not goals set out to be achieved at the beginning of the AY, the committee’s advancement in a couple areas really stood out: 1) Enhancing inter-rater reliability of committee reviews of annual assessment of student learning reports; 2) Outlining how/if the annual assessment of student learning process should be changed to better align with the work required for the University’s new program review process *(coming from KBOR)*.

Following the review of AY2023 assessment reports by the LAC, the committee reviewed the consistency in the review of reports. What the LAC found was we have work to do in ensuring our reviews are more consistent with one-another to ensure the feedback we are providing program’s is both more reliable and consistent as we begin to share our results with more stakeholders *(Program Review Committee/Academic Counsel/Programs)*. To this end, the chair worked closely with faculty from the Department of Leadership who recently published work on enhancing interrater reliability. This work has outlined the process that the committee will follow early next year to advance our consistency. Prior to conducting reviews next year, we will start by discussing what we are looking for in each element of a report as a committee by walking through an example, we will then independently all review 1 report and get back together to walk through the results, finally, we will then review a second report independently and get back together to discuss. This norming process has been shown to increase interrater reliability and will be a great addition to the committee’s process as new members join the committee.

The second item outlining if the annual assessment of student learning process should be changed to better align with program review was additionally great work done by the committee. As the assessment of student learning is just one of the valuable processes in program review, we wanted to ensure as programs work on their review that they are not overwhelmed with “additional” work that is possibly duplicated in their assessment of student learning process. Additionally, we wanted to ensure the work the LAC is doing is in alignment with what comes out of the Program Review Committee, in that, the Program Review Committee is not telling programs something different than the LAC when it comes to their work on learning assessment. The committee was thoughtful and helpful in the development of a slightly modified process for student learning assessment that will be deployed begging in AY2027. The chair believes this work will help programs successfully achieve both processes and reduce unnecessary duplication of work as much as possible.

**Conclusion:**

AY2024 LAC work was highly successful and has positioned the committee to provide improved work beginning next year.

**Action Items:**

The LAC report submitted to the Provost will be compiled reflecting mostly the thoughts shared in this section. LAC members will be cc’d on the report to the Provost as this committee is our committee not the chairs. Thank you to all LAC members this year for the great work and I look forward to seeing many of you on the committee next year. For those of you who will be leaving the committee this year, thank you!

**Agenda Item:**

1. Ending this year and beginning next year

**Discussion:**

The committee’s work next year will look to implement the groundwork we did in AY2024, particularly on the interrater reliability review we outlined this year. We will have 2 new representatives from student affairs next year and will begin our work on advancing co-curricular assessment of student learning.

**Conclusion:**

Enjoy the summer break and I look forward to kicking off our AY2025 work!

**Action Items:**

None at this time.

*End of Minutes*