

Institutional Assessment Committee (IAC)
ASU West Campus, C Building-Room 252
Thursday, August 17, 2017
3:30 – 5:00 pm

IAC Members present

Shavecca Williams, Vickie Grant, Jeanette Arrington, Kimberly Holmes, Wendy Wilson, Olufunke Fontenot, Joyce Johnson, Louise Wrensford, Kenya Lemon, and Mark Thomas.

IAC Members not present

Chinenye Ofodile, Renita Luck, Amy Sloan, Dorene Medlin, Donte Truss, Bonnie Anderson, Kelly Castro, Stephanie Lawrence, Danyelle Gary, Kalpana Paudel, Damitha Bandara, Scott Marini, Tracy Williams, and Ronnie Davis, Saundrette Moody.

Welcome/IAC Overview/Purpose

Williams welcomed the attendees to the first meeting of the fall semester. Holmes provided an overview of the purpose and the importance of assessment and continuous improvement for the university.

Assessment Calendar

FY 2018 calendar begins August 2017 and ends June 2018.

Academic departments and administrative units are expected to complete an improvement plan that include direct and indirect measures due September 14.

In September, IAC reviews plans and provide feedback via the assessment rubric for revisions by September 30.

Mid-year performance reports from all units are due January 19. However, the January to June 2017 timeline is tabled for now to give the IAC and the Academic Affairs Office (AAO) time to develop an assessment mid-year performance report template that is closely aligned with the one that AAO has already prepared and distributed to academic units for completion and subsequent review and feedback by AAO.

Improvement Plan Templates

Williams will reach out to the assessment representative (per department and unit) with a copy of the improvement plan template. This may include sharing samples of exemplary plans that have been completed.

Each representative must report back that they received a copy of the template and shared it with their respective department or unit.

Improvement plans must be completed and uploaded to the committee's D2L portal no later than September 14.

IAC will develop an assessment rubric for evaluating academic and administrative unit assessment plans.

Mission/Goals Development for Departments and Units

Each department and unit must include their mission statement on the assessment plan. Departments may also use goals if a mission is not in place.

Institutional Learning Outcomes

Academic assessment plans will focus on three student learning outcomes: (1) effective communication skills, (2) effective analytical problem solving skills, and (3) sufficient expertise in their major field of study or disciplinary specialization. Committee agrees to shift focus only on outcome numbers one and two as the term "sufficient" in number three is ambiguous. In the interim, IAC will resume discussion on revising the third outcome at next committee meeting. End of year reports are proposed as an action plan on next year's timeline designed to facilitate discussions at administrative leadership meetings to report IAC progress on assessment planning activities with a summary on key areas that need improvement and the planned improvements.

Survey Development Consultation

No discussion. To be moved to next meeting agenda.

Action Steps

Next meeting at 3:30 to 5:00 p.m., August 24, West Campus, K Building-Room 203
Williams distribute IAC membership list to the committee

Meeting adjourned at 4:51 p.m.