

Date | Time | Location:

Tuesday, May 12, 8:15-8:45 AM

Zoom link in calendar appointment

University Assessment Committee**Agenda**

Agenda format explanation:

- Discussion leader: Begins the conversation about the topic.
- Update: Provide a brief overview of current project(s), anticipate needs for support from the TLC, UAC sub-committees, etc.
- Everyone: Provide any deadlines or programs coming up.

Minute-taker for this meeting: Sarah Oliver

Topic	Discussion Leader	Decision (If applicable)	Notes / Action Steps (as applicable)
Call to Order Minutes	D. Ford Sarah Oliver		8:18 meeting called to order. In attendance: Debbie Ford, Sarah Oliver, Taunya Plater, Jean Hearn, Sarah Lux, Angie Lampe, Gail Jensen, Maggie Jergensen, Becky Wymer, Ronette Bruner, Patty Scholting, Brenda Coppard, Curtis Taylor, Tom Barnard, and Lori Rusch
Additions to agenda	D. Ford		No additions to the agenda
Approval of minutes	D. Ford	Vote.	Minutes approved
Updates	D. Ford		Debbie Ford had no updates. Brenda Coppard announced that the AJCU Assessment conference won't be held this summer as it has postponed to July 2021.
Committee Update: Academic Program Review	J. Hearn		Committee members: M. Jergenson, P. Scholting; Needs 1 new member. Jean shared that the committee met on several programs this spring and all are doing well. Praised her small committee for their great work. The committee did have a new member, but she has left the university for another job.
Committee Update: Peer Review	S. Oliver		Committee members: B. Hall, L. Rusch, Taunya Plater; Needs 1 new members Sarah Oliver reported that we had faculty and staff taking training in March for peer review, Bryan Johnson, LuAnn Schwery, Taunya Plater, Lydia Holtz, Sarah Lux, Tom Barnard, and Sarah Walker attended sessions just before we moved to online. Leah Georges, Candace Bloomquist, Rachel Gibson, and Wayne Young, Jr. were scheduled to train on March 17 th or 18 th . We need to find a way to get 2018-2019 submissions reviewed. D. Ford mentioned that she and Gail met, and we need to find a way to do a adjusted version of peer review to give faculty feedback they can use. G. Jensen said we need to

			<p>keep the train moving as we have the HLC writing – for year four review in 2021.</p> <p>D. Ford suggested contacting faculty who had the training to see if they can still help with reviews.</p> <p>S. Oliver suggested that we could use the help of those on the UAC. D. Ford asked for volunteers to sign up in chat. B. Coppard and G. Jensen mentioned that health sciences programs still must collect data for accreditation needs. Dept. of Ed said comprehensive visits must be completed in person and schools are trying to figure out how to do this. Curtis Taylor announced that Brittany Hall, member of this sub-committee, had her baby and has decided not to return to the University.</p>
<p>Committee Update: Professional Development</p> <ul style="list-style-type: none"> Assessment Symposium 2020 	<p>S. Oliver Angie Lampe Sarah Lux</p>		<p>Committee members: Angie Lampe, Sarah Lux, Patrick Borchers, Rachel Gibson, Alicia Klanecky (sabbatical); Tom Barnard</p> <p>Sarah Oliver reported that the Assessment Symposium is still scheduled for November 6th. Just before going all online, reservations let us know that we couldn't have Harper Ballroom and we reserved the Skutt Ballroom. Now, it looks like it will need to be virtual.</p> <p>D. Ford suggested that we should just plan on Virtual. B. Coppard said they did Capstone course in Zoom with meeting rooms and it worked very well. Sent their instructions to S. Oliver. Lori Rusch mentioned that Derek Horton and his team were very helpful with the Nursing Zoom sessions with meeting rooms – we will certainly contact him. Sarah Lux and Angie Lampe agreed we should go virtual and suggested we meet this summer to get working on how we can do the planned idea of the Symposium as an assessment workshop.</p> <p>Taunya Plater has also offered to help with this planning.</p>
<p>Taskstream Update</p> <ul style="list-style-type: none"> 2019-2020 Workspace 	<p>S. Oliver</p>		<p>The 2019-2020 Workspace has been set up in Taskstream. Nursing needed to add information to their programs to prepare for accreditation visit in March of 2021 and needed to make these changes prior to the completion of peer review of 2018-2019 submissions.</p>

			D. Ford and S. Oliver are meeting to figure out plan for assessment for 2019 – 2020 workspace. Will need to consider co-curricular as their assessment might be challenging and the subcommittee to plan a different approach and workspace has not been able to meet.
Update: UAC Taskforce, Policy, Strategy, & HLC Updates	G. Jensen		Committee members: C. Taylor, T. Plater, B. Coppard, A. Lampe G. Jensen said the new Academic Program Policy was updated. Just been working on plans. B. Coppard stated that an email went out to chairs and deans to update accreditation information on TLC website. Everyone is doing well in getting changes made and updated. Mary Emmer has been posting the updates as chairs and deans send them to her.
Other information or questions	D. Ford		D. Ford asked if anyone had any questions or comments. Gail Jensen said that Deb and the TLC team has done an incredible job with the moving to online and will continue to great work. Thank you! D. Ford said that the instructional design team has had over 3,400 calls since March 19 th to assist faculty. The exam team helped manage twice as many exams than this time last year – they did 29, 546 exams this spring alone. Sarah and Mary have stepped up and provided extended faculty development in different approaches. D. Ford thanked the team, “they’ve done the work!”
Adjourn Next Meeting: Sep. 8, 8:15-9:15 AM, TLC Training Room (RAL 33-34)/Zoom			

Reminder: TLC Webinar Series

BlueCast Basics – May 21, 10am -11am Central Time

Accessibility/Accommodations – June 4, 10am – 11am Central Time

Creating Authentic Online Discussions – June 18, 10am – 11am Central Time

Register for Webinars on the TLC Website – [Online Teaching-Focused Faculty Development](#)

Online Course Development Checklist

A checklist to assist faculty to ensure best practices are used in developing an online course this summer.

[Access the checklist](#) with your Net ID and password