

**Institutional Assessment Committee: Academic Subcommittee**  
**September 17, 2018**  
**Student Union Missouri Room**  
**2:30 – 3:30 pm**

**Present:** Brad Anderson, Amy Helgeson, Joshua Kern, Michael Myers, Lindsey Novak, David Sagsveen, Scott Tschaekofske, Nita Wirtz, Kara Welk

**Absent:** Danica Allard, Bruce Emmil, Larry Hanson, Karen Nathe, Earl Torgerson

**Review Assessment Section for Academic Catalog**

Committee reviewed assessment section for the 2019-2020 Academic Catalog. Edits to clarify some of the language were suggested and agreed upon by committee members. Kara will provide the revised section to Sheila Bitz for inclusion in the catalog.

**Discuss Assessment Planning Tasks for Fall of 2018**

Recap of the July 9<sup>th</sup> department chair meeting was provided. Kara had been invited to the July department chair meeting to review and clarify the learning outcome information to be included on syllabi according to the common syllabus template, as well as address questions about other assessment expectations and processes. A plan for an institutional assessment cycle and specifically what assessment data would be collected during the 2018-2019 academic year was presented to department chairs. Many questions were raised about the plan. Continued concerns and confusion about the assessment process were shared by department chairs. Multiple options for an assessment cycle and a focus for this academic year were brought forward and discussed. Department chairs agreed on a plan for all career and technical programs and liberal arts/transfer disciplines to create and document an assessment plan laying out program learning outcomes, an assessment cycle for data collection, and a curriculum map. These assessment plans will be completed in the fall of 2018.

Positive aspects of the approach agreed upon by department chairs were reviewed by the Institutional Assessment Committee: Academic Subcommittee members and potential challenges were raised. Questions were posed regarding the implementation and logistics – i.e., what constitutes a discipline for the liberal arts/transfer areas, how to follow students of a particular major in courses throughout multiple disciplines and departments, etc.?

**Action Item: Establish Committee Approach to Support and Successfully Complete Planning Tasks**

The group briefly discussed ideas for ensuring that the assessment plans are completed across all academic areas this fall.

**Announcements**

The Institutional Assessment Committee: Academic Subcommittee will meet again Monday, October 29, 2018 from 2:00 – 3:00 pm.