

## Assessment Council Meeting Minutes

### Virtual Meeting

Friday, November 2, 2018

10:00 – 11:00 a.m.

In attendance: Cara Berg (Chair), Heejung An, Sharon Ryan, Michael Laughlin, Amy Ginsburg, Richard Kearney (Academic Standards), Lisa Warner (Research & Scholarship)

1. Introductions  
All in attendance introduced themselves.
2. Richard Kearney, Academic Standards Council
  - a. In attendance to discuss how Assessment Council can work with Academic Standards Council
  - b. Academic Standards council just had their first meeting
  - c. There is no set liaison relationships with other councils at the university that administer academic policies.
  - d. Most of the work done by the Academic Standards Council in the past year was modification of policies.
  - e. They are beginning to map policies – to find out what kind of data departments collect.
  - f. Possible way for Assessment Council to work with AS Council – possibly assist with best practices and outreach.
3. Assessment Council – discussion of charges – and are there any clear charges for Assessment Council working with Academic Standards Council?
  - a. Last year did a program review with Jonathan Lincoln, but nothing measurable. Council needs to clarify what our charges are.
  - b. Mike suggested that possibly the Assessment Council could check out website & course reviews – if any typos, mistakes, etc., council could make those in charge aware and fix in a timely manner.
  - c. Also suggested Assessment Council participate in data gathering with other departments.
  - d. Amy suggested we discuss the types of things we think the charges entail – members could send samples of what we think we should be doing.
  - e. Cara said she would re-send out the charges to everyone on the council.
  - f. Richard stated that this charge is a direct result of an issue that occurred with program review. Need to seek clarification from senate committee, and get more detailed elaboration of this charge.
  - g. RESOLVED: Assessment Council and Academic Standards Council should send out a joint communique to Senate, questions about the charge.

- h. Richard stated their next meeting is on Tuesday, November 6<sup>th</sup> and he would send feedback from that meeting to the AS council.
  - i. Heejung inquired about charge 2 (2) – regarding Assessment Council acting as consultants for assessment projects campus-wide, including program reviews. Maybe this is something we can do.
  - j. Both councils agreed that the language is confusing for charge b (1) – working with Academic Standards Council – and both chairs will address the charge with the Senate in a joint statement.
4. Lisa Warner, Research & Scholarship Council
- a. Lisa attended the meeting to discuss assessment & research promotion and what we can do.
  - b. They want to create a policy for promotion with two (2) years. Basing the policy on a policy TCNJ has regarding promotion criteria (service vs. research & scholarship).
  - c. What role can/will the Assessment Council play with Research & Scholarship council? What do they need us to assess? What are they looking for?
  - d. Possibly work together on how to judge criteria for promotion. Still in early stages. But will include scholarship, not just research and publication.
  - e. Amy stated that the faculty needs clarification – what is valued? Is service counted as scholarship as far as program assessment?
  - f. Mike stated that we can act as consultants for issues re: assessment. Amy brought up a great point – our council basically serves as consultants.
  - g. Cara will be attending the next Research & Scholarship council meeting.
  - h. EMAIL FOLLOWING MEETING: to clarify – While the charge for the assessment council – to work cooperatively with the Research & Scholarship Council to discuss how to promote assessment and research – was included in our charges, it was not included in the charges to the Research & Scholarship Council.

In addition, the charge was not well-worded. Cara attended the R & S Council meeting to discuss.

5. Additional Charges
- a. BB shell follow-up – discussed that content should be general.
  - b. Should we pre-populate the shell first with content for assessment or check with council first?
  - c. Before next meeting: start to populate the shell with general content (will be different for different departments).
6. Needs Assessment
- a. Do we need to do another needs assessment? Or do we have the results of the past needs assessment?
  - b. Cara stated she will send out survey from years ago (sent via email on 11/2/18 at 5:11 p.m.) – we can base content off of that and see how we will proceed. Will most

- likely use the content of the needs assessment since nothing was done from it last time. (Cara also sent out the minutes from the meeting in which the survey was discussed).
- c. We could also do focus groups as different departments deal with assessment differently.
7. Follow up steps
- a. Set up meeting with Advisement & Registration (note: received email from Liz Stoppel, Chair of Advisement & Registration on 11/20 /18 regarding Assessment Council participation in their next meeting – to be held on 11/27/18. Email forwarded to Cara to see if she would be available to participate in the meeting).
  - b. Cara to attend meeting with Richard (Academic Standards Council).
  - c. Cara to attend Research & Scholarship Council meeting.
  - d. Cara to send out survey results to council (done).
8. The meeting was adjourned at 11:00 a.m.