

Assessment Strategy Meeting
3:00-4:00 p.m., August 13, 2012, McKenny 350

Meeting Notes and Highlights

1. Discussion: Support Structure for Assessment

- **University Assessment Coordinate Committee: Roles and responsibilities**

With the expectation from the Provost that each college will assume more leadership and serve as the direct interface with assessment activities, the group agreed that having university-level coordination will help each college fulfill its plan in assessment. The group should include a representative from each college, the Library, the General Education Program, FDC, and the Student Support Services. Bin will serve as the convener for the group, which will be named as the University Assessment Coordinate Committee with charges as following:

- *Coordinate different assessment activities that may affect multiple colleges and units*
- *Align assessment policy and practice with HCL accreditation requirement*
- *Discuss, identify, and implement assessment programs that may be applicable in multiple colleges and units*
- *Communicate assessment findings and advocate the use of assessment results for improvement*
- *Coordinate and advocate the use of technology in assessment*
- *Coordinate assessment-related trainings and workshops*
- *Share best practices in assessment*
- *Coordinate and maintain an appropriate website(s) for assessment*

Bin will work with the Provost to appoint members for the Committee.

- **College/Unit-based assessment teams: Roles and responsibilities**

It is strongly recommended that each college/unit establish a certain form of managing team to design and implement assessment activities, and gather and use results from assessment. The group agreed that each college should design and implement its own approach for managing college-level assessment activities. For example, CAS will establish a college-wide assessment team, whereas COB has degree-defined assessment teams, and CHHS has school-based assessment teams. No matter what format each college has or will adopt, a unit-based assessment team in general should assume the following responsibilities:

- *Design a unit-based assessment approach*
- *Plan assessment activities for each unit*
- *Identify specific outcomes to be assessed*
- *Implement and monitor progress of different assessment activities*
- *Design and implement a mechanism to review and provide feedback to unit-level assessment reports*
- *Advocate the use of assessment results to make improvements*
- *Lead the documentation of assessment results*

- Use of technology to support assessment: A brief update (Peggy)

Peggy updated the interaction with CampusLabs®, a technology vendor that provides technology support for assessment planning and program review. Bin suggested that the group invite the vendor (or vendors) to come back again sometime late this year or early next year to make a demo to a broader audience that should include representatives from all colleges.

EMU currently is a client of CampusLabs®. Led by Ellen Gold, Student Support Services are using the tool for their assessment and survey operations. CampusLabs® is willing to offer EMU a deep discounted price, should EMU choose to use its other modules.

CampusLabs® is also the technology provider for HLC's new Open Pathway evidence gathering web portal.

2. Update: CAS Assessment Effort (Kate)

- General timeline (2012-2013) and activities

Kate updated the recent progress made in CAS in terms of establishing an assessment team and appointing a faculty leader. She handed out a PPT presentation that she will use to discuss with department heads in CAS.

3. Discussion: 2011-2012 Assessment Report and 2012-2013 Assessment Planning (all)

The group agreed that we may have to skip the collection of assessment reports for 2011-2012 year, but should immediately plan for the assessment report that will be gathered between May and August 2013. Bin will meet with Peggy and begin to design a working template for this purpose.

4. (If time allows): HLC update and Federal Compliance (Bin)

Please refer to the handout Bin distributed during the meeting.

5. Roundtable and Next Meeting

All members agreed to go ahead and schedule a monthly meeting, which will be held every 4th Monday of the month starting in September through April 2013 from 3:00-4:00 p.m. (except for December 2012, which will be the 3rd Monday). Gale Potter will schedule the monthly meetings.

Some possible agenda items for the next meeting include:

- a. How can assessment be included into EMU's strategic plan*
- b. College/Unit-level assessment summary template: initial design*
- c. College/Unit-level assessment activity and progress update*
- d. Best practice in assessment: possible training and sharing*
- e. ...*