

Assessment Committee Retreat Minutes

Members present: Franklin Elliott, Christine Reidhead (for Della Begay), Anita Roastingear, Thiagarajan Soundappan, and Daniel McLaughlin (facilitator).	Date: Thu Jun 28 2018. Location: SUB 235: Called to order: 8:30 am. Adjourned: 3:00 pm.
Agenda items & notes	Action & person(s) responsible
1. Approval of the agenda	
NA	
2. Approval of previous minutes	
NA	
3. Reports	
NA	
4. Old business	
NA	
5. New business	
<p>Purpose of the retreat was to review draft revision of Assessment Guide 2017. Revisions were to incorporate recommendations of the AC spelled out in Annual Student Learning Report 2017-18.</p> <p>McLaughlin presented the revised policy document. It includes the following revisions:</p> <ol style="list-style-type: none"> 1. Is called "Academic Planning and Reporting Guide" (AP&RG), not Assessment Guide. 2. Focuses on "program" as primary unit of academic planning and assessment (not course in fall, program in spring). 3. Eliminates pre-/post-test requirement. 4. Proposes new program assessment template. 5. Requires production of an annual student learning report, presented to faculty assembly, president's cabinet, and board of regents. 6. Connects program assessment to budgeting, program review, and institutional effectiveness. 7. Spells out roles and responsibilities for everyone involved. <p>Extended discussion took place. Recommendations were as follows:</p> <ol style="list-style-type: none"> 1. Revise "Purpose" section so that document is based on "Diné Philosophy of Education, accreditation criteria, and best practices." 2. Edit the Diné Philosophy of Education section so that it focuses on DPE, not other Navajo education models. 	<ul style="list-style-type: none"> • Update the AP&RG; review with GenEd Committee at its retreat on Jun 29; make available to all University faculty for additional comments and review; work with administration to organize training for Assessment Committee members sometime during week of Mon Jul 30-Fri Aug 3: Daniel McLaughlin

<ol style="list-style-type: none"> 3. Edit out “Weave online” for the time being. We may adopt Weave, we might utilize other web-based tools (e.g., Google Forms). 4. Number the activities in the Assessment Cycle section. 5. Make reference to AGEC requirements in General Education Planning and Reporting section. 6. Revise APR team in Academic Program Review section to read, “appropriate faculty team with 3 credit hours release time.” <p>Members raised a number of “parking lot” issues that eventually need to be addressed:</p> <ol style="list-style-type: none"> 1. How do we fix systemic issues at NTU? 2. How can we address pre-req issues? 3. Chairs need training in assessment and program design best practices. How can we best deliver this training? 4. Can NTU establish an in-house certificate with incentives and rewards related to program design and assessment? 5. How can we establish incentives and rewards for good assessment work? 6. How do assessment requirements fit within contract renewal and promotion systems? Shouldn't tenure be part of this system? How do we raise this question with administration? <p>Overall comments about the AP&RG draft:</p> <ul style="list-style-type: none"> • It's good. • It's comprehensive. • It lays out clearly what needs to be done. • I support it. 	
6. Announcements	
NA	
Next regular AC meeting: Will take place at Fall 2018 Convocation, TBD	