

Minutes of the Learning Outcomes Advisory Council
October 21, 2015, 2:00pm
Humanities and Social Sciences Room 2006

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Dr. Summer DeProw, Dr. Natalie Johnson-Leslie, Dr. Stacy Walz, Dr. Kyle Chandler, Dr. Melodie Philhours, Dr. Anne Grippo, Ms. Tiffany Mosley, Ms. Carolyn Ponce, Mr. Robert Robinette, Dr. Topeka Small, Mr. Chad Whatley, Dr. Susan Whiteland, Dr. Erik Gilbert, Dr. Donald Kennedy, and Dr. Deborah Chappel Traylor,

Members Absent: Ms. Chris Collins, Dr. Tammy Fowler, Ms. Barbara Doyle, Dr. Lillie Fears, Ms. Dominique Hallett, Dr. Paul Mixon, Dr. Kellie Buford and Dr. Gina Hogue

Guests: None

Welcome and refreshments.

A member of each of the five LOAC sub-committees shared the mission, short and long-term goals, and updates on the progress of each sub-committee.

I. Professor of the Month Committee: Robert Robinette, Student Success Librarian

Short and Long-Term Goals

Overall mission:

- Reward professors for incorporating assessment into their teaching and thus student learning
- Provide examples of success stories
- Set an overall positive tone on campus to engage professors into the student learning assessment process

Short-Term Goals

1. Establish general criteria for Professor of the Month
2. Critique video from October's Professor of the Month
3. Establish a professor pool
4. Conduct interviews
5. Select the November and December Professor of the Month

Long-Term Goals

1. Continue selecting Professors of the Month for January-May
2. Establish an annual award for a College or Department to be given during Convocation of Scholars Month.
3. Encourage professors to present at the Learn@stAte symposium
4. Serve as reviewers of assessment plans and reports

Professor of the Month Interview questions and interview preface were presented to the LOAC. The November Professor of the Month could not attend this meeting but will be presented at the November meeting along with the December Professor of the Month.

II. Learn @ State Committee: Carolyn Ponce, Coordinator for Instructional Design and Course Development

Short and Long-Term Goals

Overall mission:

- To create a faculty-centered celebration that provides an opportunity to present closed-loop, in progress, or emerging student-learning assessment investigations

Short-Term Goals

1. Create logo
2. Create tagline
3. Create flyer
4. Volunteers for October 27, 2015 Teaching and Learning Symposium booth
5. Construct a timeline for milestones to organize symposium
6. Who will give report at October 21 LOAC meeting?
7. Discuss awards for presenters; no decisions today required

Long-Term Goals

1. Organize first professor-centered symposium/celebration dedicated to student learning and assessment
2. Establish symposium/celebration as an annual function that faculty enjoy attending
3. Create an opportunity to share student-learning ideas from College-to-College
4. Create programs that archive the presentation for professors' PRT, tenure, and/or professional organization
5. Serve as reviewers of assessment plans and reports

A rough draft of the Learn@State flyer was presented and discussed. A call was made for volunteers to help give out flyers in the vendor booth area for the October 27th Teaching and Learning Symposium sponsored by The Faculty Center in the Student Union.

III. Grant Committee: Chad Whatley, Assistant Director, Honors College

Short and Long-Term Goals

Overall mission:

- Fund small assessment investigations with an articulated assessment plan that support student learning, and HLC Criterion 3 and 4
- Set an overall positive tone on campus to engage professors into the student learning assessment process

Short-Term Goals

6. Determine application information
7. Establish grant criteria
8. Establish post-grant terms and conditions
9. Determine timeline and deadlines for application and award

Long-Term Goals

5. Select grant recipients
6. Promote assessment research
7. Promote external grant funding for assessment
8. Encourage professors to present at the Learn@stAte symposium
9. Open grant system to co-curricular programs/activities
10. Serve as reviewers of assessment plans and reports

The LOAC Grant Committee will be responsible for selecting the awardees.

Criteria for award:

- Must have support, by signature acknowledgement, from Dean and Department Chair
- All ranks of professors may apply: adjunct, instructor, and assistant, associate, full professor
- Must identify in application the following:
 - Itemized budget
 - Purpose of assessment investigation
 - Identified link/connection to university, college, program, and/or course-level outcome/s
 - Investigation methodology (*if applicable*)
 - Intended audience identified (i.e. program faculty, conference presentation, journal submission); if external audience is the intent, proper IRB approval documents must be included. (*if applicable*)

Deadlines and Amount of Awards:

- Fall deadline: Last business day in October (we will be flexible this semester)
- Spring deadline: Last business day in February
- Award up to approximately \$1,000/assessment investigation

Post-award accountability:

- Money must be spent by June 10 to allow for budget transfers and/or requisition approvals
- Investigation must be presented at Learn@stAte even if it is ongoing
- One-page summary of results due by last business day in June

A few examples of student-learning projects for the grant award would be for purchasing diagnostic tests, conducting focus groups, and using consultants. Some ideas suggested by the group included rewarding time in conjunction with funds to facilitate research-intensive projects and providing larger award amounts for bigger projects as incentive.

IV. University-wide Learning Outcomes Committee: Dr. Summer DeProw

Short and Long-Term Goals

Overall mission:

- To create a University-level outcomes assessment process that engages and empowers the University and all of its learning stewards

Short-Term Goals

1. Review the history of our university outcomes
2. Review other institutions' university-level outcomes
3. Engage the faculty into a discussion about appropriate university outcomes in relation to what our graduates need.

Long-Term Goals

11. Present assessment process proposal to general LOAC for review
12. Implement the approved assessment process
13. Evaluate the data
14. Make recommendations for closing the loop
15. Serve as reviewers of assessment plans and reports

Discussion asking for suggestions as to the core purpose and plans concerning outcomes. Should there be an assessment committee for General Education Goals, all program goals, and co-curricular goals? There is no handbook for University Goals- not much material to research. Some institutions don't have separate University Outcomes, but rather all one in the same. Suggestion to follow the mission of LOAC. Suggestion to check AACU and NIOLA for information.

V. Peer-to-Peer Instrument Committee: Dr. Stacy Walz, Clinical Lab Science Dept. Chair

Short and Long-Term Goals

Overall mission:

- To create an instrument that provides constructive feedback to programs about their assessment process
- Share assessment methodology between disciplines
- Ensure that all assessment plans, data, reports, and action plans make sense to readers from outside of one's discipline
- Set an overall positive tone on campus to engage professors and administrators into the student learning assessment process

Short-Term Goals

4. Review other institutions' instruments
5. Determine the type of instrument: rubric or check sheet?
6. Select a feedback process for when the assessment plan or report is not up to standards
7. Present instrument and feedback process to the general LOAC

Long-Term Goals

16. Train the other four LOAC sub-committees on how to use the instrument
17. Distribute the plans to the other four LOAC sub-committees
18. Collect and distribute feedback to the programs
19. Serve as reviewers of assessment plans and reports

The preferred instrument type for review is the rubric rather than the check sheet method. The instrument is in process and will be simple and one page in length.

VI. Brief overview of new Assessment Office website coming soon.

The “under construction” new Assessment website was shown to the council for suggestions and feedback. Suggestions were made to add a nomination form for Professor of the Month. Other ideas were to provide definitions of terms used in assessment, to clearly display the three levels of outcomes on the main page, and to list some best practices, such as examples of outcomes. Some of these ideas were already being included on the website and others were to be added.

Future thoughts and meetings were reviewed:

1. All spring 2016 syllabi should include program-level outcomes that the course supports. “Under revision” will be reserved only for programs that find themselves in unique circumstances.
2. October 27, 2015 Teaching and Learning Symposium presented by the Faculty Center.
3. November 18, 2015 last LOAC meeting for 2015.
4. December 15, 2015 all programs must submit an assessment plan. At a minimum, all outcomes must be written, revised, or reaffirmed and one program-level outcome should be addressed this spring
5. February 10, 2016 Learn @ StAte presentation applications are due
6. March 1, 2016 Learn @ StAte attendee RSVP is due
7. March 16, 2016 Learn @ StAte

Meeting adjourned at 3:00pm.