

Executive Assessment Committee Meeting

Date: 10.27.22

Attending: Rachelle Barrett, Christy Van Rooyen, Gary Lamprey, Andria Fultz, Carrie Dickson, Krista Beaty, Joe Reid, Sean Sloan

1. The group approved the proposal to post Minutes from previous meetings on the commission's website to increase transparency of assessment practices with the whole university.
 - a. Document: [10.13.22 Meeting Minutes.docx](#). Will be posted by Dede to website at [Assessment Committee | Oregon Tech \(oit.edu\)](#)
 - b. Carrie Dickson reported that the Provost intends to fill the vacant positions in the office of academic excellence for Director and Executive assistant. Currently Carrie is fulfilling some of the assistant tasks.
 - c. Christy will read through and propose updates to the Mission and charter for this group. Everyone is encouraged to read the document as is for clarifications of scope of this committee. Document: [Mission and Charter of the Assessment Committee](#)
2. Old Business: General Feedback from Chairs from the Oct 20th Chairs training and Oct 11th Chairs check in
 - a. Dashboards should be updated to make more usable for pulling majors data. Suggestion that data could be disaggregated by major within courses. Math and Management departments have tools set up to create databases. Joe to follow up with Christina and Farooq in OIR to make a plan for updates.
 - b. Terminology "outcomes" vs "objectives" are used differently by state entities and ABET. This group needs guidance on how to provide guidance for the writing of assessment reports that will serve both the needs of the university and external accrediting bodies. Rachelle to follow up with Provost and Accreditation committee to determine how to proceed.
 - c. Chairs expressed frustrations about program assessment coordinators and program directors not having access to data needed for generating program reports. Suggestion from this committee that chairs can designate an individual from the program to also be granted access and to attend assessment trainings and receive assessment communications, while final responsibility for seeing that assessment is completed rests with chairs.
3. On going projects: A program assessment report [Addendum](#) – Krista Beaty
 - a. Items that need to be included are summary of actions taken on ISLOs within programs in past three years. Summary of action plans made by programs in past three years. These asks were compared against the ask from Adby for top three continuous improvements, student achievements, and closing of equity gaps that have taken place in the last three years. This group determined that the asks were different.
 - b. Rachelle will send an email to chairs with the addendum template made by Krista, the example provided by the dental hygiene department and the statement "if you feel your report already contains this material then you do not have to submit an addendum."
 - c. Addendums should be submitted ASAP with the assessment reports. ESLO committee is tasked following up with specific departments if they need more information for their reports in December.

4. On going projects: A draft of the [Annual Assessment report 2021-22](#) has been written utilizing previous reports and the NWCCU standards as a guide. All members of the committee are asked to read and add or correct information within the document.
 - a. Accreditation visits from external accrediting bodies will be worked on by Sean.
 - b. Goals based on Institutional outcomes will be worked on by Rachelle using Advising metrics and strategic plan metrics as a guides.
 - c. Reference Document: <https://nwccu.org/accreditation/standards-policies/standards/>
5. New projects: Canvas Tools for assessment to be worked on in Winter. Carrie asked if Portfolium contract should be renewed and at this point yes because Christy noted that some programs use it for assignments even if it isn't currently being used for grading assessments. This committee might be open to using portfolium in future in conjunction with canvas tools.
6. New projects: Student Surveys will begin to be sent out at end of fall term by Carrie following previous practices. Carrie to meet with Nellie Stewart (creator of surveys) to guide changes to be made. Rachelle to send inquiry email to faculty senate regarding course surveys project since Carrie is also working on these.
7. New projects: Program report Handbook/policies
 - a. Andria to work on the handbook and any changes necessary for clarity on the template for next year. Document: [Draft Program Assessment Handbook](#) & [2021-22 Program Assessment Report Template .docx](#)
 - b. Rachelle working on [Draft Institutional Assessment Process.docx](#). Will be making changes based on suggestions received from annual assessment report review and followup from other committee work.