

## Assessment Committee Retreat Minutes

<b>Members present:</b> Franklin Elliott, Christine Reidhead (for Della Begay), Anita Roastingear, Thiagarajan Soundappan, and Daniel McLaughlin (facilitator).	<b>Date:</b> Thu Jun 28 2018. <b>Location:</b> SUB 235: <b>Called to order:</b> 8:30 am. <b>Adjourned:</b> 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"> <li>1. Is called "Academic Planning and Reporting Guide" (AP&amp;RG), not Assessment Guide.</li> <li>2. Focuses on "program" as primary unit of academic planning and assessment (not course in fall, program in spring).</li> <li>3. Eliminates pre-/post-test requirement.</li> <li>4. Proposes new program assessment template.</li> <li>5. Requires production of an annual student learning report, presented to faculty assembly, president's cabinet, and board of regents.</li> <li>6. Connects program assessment to budgeting, program review, and institutional effectiveness.</li> <li>7. Spells out roles and responsibilities for everyone involved.</li> </ol> <p>Extended discussion took place. Recommendations were as follows:</p> <ol style="list-style-type: none"> <li>1. Revise "Purpose" section so that document is based on "Diné Philosophy of Education, accreditation criteria, and best practices."</li> <li>2. Edit the Diné Philosophy of Education section so that it focuses on DPE, not other Navajo education models.</li> </ol>	<ul style="list-style-type: none"> <li>• Update the AP&amp;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: <b>Daniel McLaughlin</b></li> </ul>

<ol style="list-style-type: none"> <li>3. Edit out “Weave online” for the time being. We may adopt Weave, we might utilize other web-based tools (e.g., Google Forms).</li> <li>4. Number the activities in the Assessment Cycle section.</li> <li>5. Make reference to AGEC requirements in General Education Planning and Reporting section.</li> <li>6. Revise APR team in Academic Program Review section to read, “appropriate faculty team with 3 credit hours release time.”</li> </ol> <p>Members raised a number of “parking lot” issues that eventually need to be addressed:</p> <ol style="list-style-type: none"> <li>1. How do we fix systemic issues at NTU?</li> <li>2. How can we address pre-req issues?</li> <li>3. Chairs need training in assessment and program design best practices. How can we best deliver this training?</li> <li>4. Can NTU establish an in-house certificate with incentives and rewards related to program design and assessment?</li> <li>5. How can we establish incentives and rewards for good assessment work?</li> <li>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?</li> </ol> <p>Overall comments about the AP&amp;RG draft:</p> <ul style="list-style-type: none"> <li>• It's good.</li> <li>• It's comprehensive.</li> <li>• It lays out clearly what needs to be done.</li> <li>• I support it.</li> </ul>	
<b>6. Announcements</b>	
NA	
<b>Next regular AC meeting: Will take place at Fall 2018 Convocation, TBD</b>	