

# **General Education and Academic Assessment Committee Minutes**

## **Dec. 4, 2020 - 3 pm to 5 pm, Zoom**

**In attendance: Dr. LaTouche, Dr. Andrew; Dr. Martinson; Dr. Nelson; Dr. Eichenberg; Dr. Bell; Dr. Watson; Dr. Faulkenberry; Dr. Garner; Dr. Zubair; Dr. Waddell; Dr. Schuessler; Dr. Sloan; Dr. Sword; Dr. Vuddandam; Ms. Hecox**

### **1. Welcome and introductions**

### **2. Approval of minutes from October 9 meeting**

- Dr. Sloan made a motion to approve. Dr. Eichenberg seconded. The minutes were approved without correction.

### **3. Approval of minutes from Nov. 5 meeting**

- Dr. Sloan made a motion to approve. Dr. Eichenberg seconded. The minutes were approved without correction.

### **4. Annual Review Updates**

- The committee reviewed the status of the annual review process. Associate Dean and Department Head representatives were asked to discuss in their weekly college department head meetings the importance of faculty addressing any issues raised in both the annual reviews and the follow up reviews.

### **5. Regularly Scheduled End of Semester Assessment Work Faculty Need To Complete**

- The committee reviewed the end of the semester checklist that will be sent to faculty leaders and deans on December 7. Emphasis was placed on the importance of faculty fully documenting their assessment findings – including all their assessment data and not just their holistic results.

### **6. Action Plan Documentation**

- As part of the discussion of the end of the semester checklist, the committee discussed the importance of faculty fully documenting their action plans in Weave. Emphasis was placed on the importance of faculty fully describing the specific assessment data that led to the action plan, the specific curricular changes created as a result of the faculty's analysis of this data, and the specific subsequent assessment data that was gathered and what it indicated about whether or not the action plan was successful for improving student learning of the outcome being addressed. As part of this discussion, a sample action plan handout was reviewed by the committee. This handout will be sent to faculty leaders and deans on December 7.

## **7. SACSCOC reaffirmation**

- The committee discussed the result of our SACSCOC off-site review and the next steps in the SACSCOC review process.

## **8. IUPUI 2020 Assessment Institute**

- The committee discussed a handout on assessment resources that was presented at the IUPUI 2020 assessment conference. The chair informed the committee that the conference sessions were available for viewing on the conference website:
  - <https://assessmentinstitute.iupui.edu/program/recordings.html>

## **9. Trainings**

- The chair reminded committee members of his availability for trainings at any level – individual, group, department, college, etc. Associate Deans and Department Heads were asked to provide this opportunity to faculty leaders during their weekly college department head meetings.

## **10. Communication**

Department Head Representatives and Associate Deans were asked to ensure that assessment is a standard agenda item of each college's department head meetings and that they share the assessment information discussed in these meetings during their respective department head meetings within their college.