

**Assessment Committee  
Minutes**

<p><b>Members present:</b> Casmir Agbaraji, Lupita Chicag, Jmichael Crank, Gholam Ehteshami, Franklin Elliott, Shania Gamble, Daniel McLaughlin (chair), Peter Moore, Paul Platero, Thiagarajan Soundappan, &amp; <b>Members absent:</b> Colleen Arviso, Carlos Paez-Paez, &amp; Jose Vanguardia. <b>Guests:</b> Jerlynn Henry &amp; Christine Reidhead.</p>	<p><b>Date:</b> Wed May 16 2018. <b>Location:</b> SUB 231: <b>Called to order:</b> 10:05 am. <b>Adjourned:</b> 11:20 am.</p>
Agenda items & notes	Action & person(s) responsible
<b>1. Approval of the agenda</b>	
Approved by consensus.	
<b>2. Approval of previous minutes</b>	
Minutes of AC meetings on Apr 17 2018 and Apr 24 2018 were approved by consensus.	
<b>3. Reports</b>	
<p>A. <b>AC chair.</b> Reported that eleven program assessment reports have been turned in so far, for 54 certificate and degree programs: 20% compliance, which is unacceptably low. Seven GenEd course assessment reports have been turned in for GenEd courses. Again, low compliance. Various faculty have submitted seven course assessment reports (which are not called for in the Assessment Guide).</p>	<ul style="list-style-type: none"> <li>• Produce updated scorecard ASAP for PAR and GER reports submitted; distribute to all AC members: <b>D. McLaughlin</b></li> <li>• Extend the deadline for PAR and GER submission to Fri May 19. Communicate this to all faculty. Remind them to submit the reports to D. McLaughlin at: <a href="mailto:dmclaughlin@navajotech.edu">dmclaughlin@navajotech.edu</a>: <b>C. Agbaraji.</b></li> <li>• Remind departmental colleagues to submit relevant assessment reports: <b>each department chairperson.</b></li> </ul>
<b>4. Old business</b>	
None.	
<b>5. New business</b>	
<p>A. <b>Recommendations:</b> D. McLaughlin. Student learning consultant presented draft recommendations for 1) assessment (see below), 2) annual planning calendar (see below), 3) general education (final report forthcoming), and 4) co-curricular programming (will be reviewed and finalized by CCP team). Comments and suggestions were as follows:</p> <ul style="list-style-type: none"> <li>• Faculty produce assessment reports, but there is no feedback on those reports, and no consequences for non-compliance.</li> <li>• There <i>are</i> consequences spelled out in the faculty handbook for non-compliance, but they are not followed.</li> <li>• There should not be an award to depart-</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize and submit recommendations to academic administration: <b>D. McLaughlin.</b></li> </ul>

<p>ments for completing assessments, nor should there be an annual award for good assessment practice. On the other hand, a speaker series has much merit.</p> <p>Peter Moore motioned to approve the recommendations with proviso that there be no annual reward or award for good practice; the motion was seconded by Casmir Agbaraji: the motion carried, 7 in favor, 0 opposed, 0 abstained.</p> <p><b>B. Consideration of BBA program assessment plan:</b> Christine Reidhead. Plan was presented and discussed. HLC evaluation of the resubmitted program proposal will take place in mid-June 2018.</p> <p>There was one suggestion: Rethink (or reword) the exam measure for SLO's #1 and #4.</p> <p>Peter Moore motioned to approve the plan with this one suggestion; the motion was seconded by Jmichael Crank; the motion carried, 9 in favor, 0 opposed, 0 abstained.</p>	
6. Announcements	
None.	
<b>Next regular AC meeting: Will take place at Fall 2018 Convocation, TBD</b>	

**Recommendations for improving student learning, development,  
academic program design, and assessment**

**Reviewed and approved by Assessment Committee  
Wed May 16 2018**

**1) Admin/coordination**

- a) Hire someone to coordinate all activities related to assessment. Not an assessment coordinator per se. Perhaps a Student Learning Coordinator. Responsibilities can include assessment, academic-focused accreditation matters, program design, and academic professional development.
- b) Have the academic chairs continue to sit on the assessment committee. Include one or several reps from student services. Enlarge the committee's scope to include i) academic assessment, ii) academic program review, iii) general education assessment, iv) co-curricular assessment, and v) academic professional development.
- c) Stipulate a stipend and/or release time for service on the assessment committee.
- d) Rename the committee: from "assessment," perhaps, to Student Learning and Achievement (SLAC) or some other moniker focused on student learning (and not the "a" word).

**2) Process/policies**

- a) Revise the Assessment Guide. Clarify HLC expectation that all faculty be "substantially involved in good assessment practices" (criterion 4B4).
- b) Focus on program assessment (not course assessment). Establish a rubric for guiding and evaluating all aspects of program design and annual program assessment reporting.
- c) Establish in the revised Guide processes for GenEd and co-curricular program assessment. (Consider consolidation of the two programs.)
- d) Establish connections, also in the Guide, from annual program assessment to academic program review. Develop a section for academic program review as appropriate. The section should include all information needed to inform a thoughtful and transparent process for program review.
- e) Revise CAR, GER, PAR, and program review templates. Align them to built-in parameters of Weave online tools. (There are big opportunities for improving GenEd and co-curricular assessment in this context.)
- f) Establish an annual academic/student learning calendar, with at least two days identified at beginning of each semester for departmental meetings on program design and assessment.
- g) Ensure that the annual student learning calendar is in synch with other major planning and evaluation processes: academic program review, annual administrative unit planning and evaluation, strategic planning, and budgeting. It is particularly important that assessment reporting be in synch with budgeting, and especially, with requests for supplement program support.
- h) Consider having one whole Friday in mid-semester, for fall and spring, dedicated entirely to department and program-level work sessions on assessment (not administrivia).
- i) In the academic/assessment calendar, identify the week after graduation for the production of program-level, summative, annual assessment reports by faculty for each certificate and degree program.
- j) Ensure that the SLAC review each program assessment report using the appropriate rubric (discussed above) and provide feedback to program assessors/faculty on their annual assessment reports. Ensure that the faculty receive the feedback reports on a timely basis so that they can incorporate feedback starting in the next academic planning and assessment cycle.

### **3) Incentives/rewards/awards**

- a) Establish a template for a summative, all-inclusive annual student learning report with relevant scorecard that indicates compliance (or lack thereof) and the program assessment rubric (discussed above). The summative student learning report will be presented to the faculty assembly at convocation at the beginning of the next academic year. It ought to include program assessment reports; program review analyses; institutional data on enrollments, retention, completion rates, student and employee satisfaction; and finally, opportunities for program and institutional improvements.
- b) Establish a bonus incentive for departments that complete the assessment loop in all academic programs: e.g., \$10,000 for one or another line in the departmental budget.
- c) Develop an annual award for outstanding student learning and development service, presented at graduation along with Faculty of the Year award.

### **4) Expectations**

- a) Make clear contractual obligations and consequences for non-compliance.

### **5) Professional development**

- a) Establish a Teaching and Learning Center (a classroom space for holding individual and small group work sessions; this could be office space for the Student Learning Coordinator).
- b) Offer walk-in assistance to faculty and program designers every Friday.
- c) Survey faculty to establish training priorities and opportunities for peer-presentations.
- d) Hold lunch-time speaker series on teaching and learning every other Thursday.
- e) Send SLAC team (2-3 annually) to NMHEAR conference in ABQ in late Feb. Have team members rotate and be responsible for leading one or several lunchtime speaker presentations after the conference that highlight best practices presented at the conference.

**Planning-Assessment-Budgeting Cycles  
Navajo Technical University**

Reviewed and approved by Assessment Committee  
Wed May 16 2018

Strategic Planning: <i>Leadership Cabinet</i>		Academic Assessment & Program Review: <i>Dean &amp; AVP</i>	Academic Planning & Budgeting: <i>Dean &amp; AVP</i>
Jul	<ul style="list-style-type: none"> <li>• Produce <b>Annual Environmental Scan</b>: <i>OIE</i></li> <li>• Update <b>College's Strategic Goals</b>: <i>L-Cabinet</i></li> </ul>	<ul style="list-style-type: none"> <li>• Identify programs for <b>Program Review</b>: <i>Dean &amp; AVP</i></li> </ul>	
Aug		<ul style="list-style-type: none"> <li>• Hold <b>pre-semester assessment meetings</b>: <i>Assessment Committee</i></li> </ul>	<ul style="list-style-type: none"> <li>• (Re)Align <b>Academic Master Plan</b> to College's Strategic Goals: <i>Chairs</i></li> </ul>
Jan		<ul style="list-style-type: none"> <li>• Hold <b>pre-semester assessment meetings</b>: <i>Assessment Committee</i></li> </ul>	
Mar		<ul style="list-style-type: none"> <li>• Hold <b>Program Review Hearings</b>: <i>Dean &amp; AVP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Produce first draft of <b>next FY budgets</b>; request additional funding as needed: <i>Chairs</i></li> </ul>
Apr			<ul style="list-style-type: none"> <li>• Hold <b>budget hearings</b>; recommend on additional funding requests: <i>Dean</i></li> </ul>
May		<ul style="list-style-type: none"> <li>• Produce <b>Annual Assessment Summaries</b>: <i>Assessment Committee</i></li> <li>• Produce <b>Annual Student Learning Report</b>: <i>Assessment Committee</i></li> </ul>	
Jun		<ul style="list-style-type: none"> <li>• Produce <b>Annual Program Review Summary Report</b>: <i>Dean &amp; AVP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Finalize <b>next FY budgets</b>: <i>Chairs, Dean, &amp; AVP</i></li> </ul>