Student Learning Assessment Team:

Meeting Minutes:	**September 10, 2018**
Time Started:	**2:40 pm**
Time Ended:	**3:40 pm**

Members Present:

Nicole Dick	Chris Turpin
Chip Marcy	Brandy Unruh
Brian McCallum	

Ex Officio: Ryan Ruda, Phil Terpstra, Jaquelyn Messinger

Members Absent:

LaLani Kasselman
Stacy Michelle
Samantha Sanger

Minutes:

The minutes of the Monday, August 27, 2018 meeting were approved.

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Issues:

- SLAT in conjunction with the Coordinator of Assessment has set up a file structure to document and maintain Annual Course Assessments and Annual Program Assessments.

  A shared drive has been created for SLAT and the Coordinator of Assessment in which these documents will be stored. The drive is organized in the following fashion:

  A. By School Year
     a. Course Assessment Plans (one folder per semester)
        i. Folder for un-reviewed plans
        ii. Folder for plans requiring revisions
        iii. Final/Accepted plans
     b. Program Assessment Plans (one folder per semester)
        i. Folder for un-reviewed plans
        ii. Folder for plans requiring revisions
        iii. Final/Accepted plans

  SLAT committee members review the incoming Course and Program Assessment plans for Completeness and Accuracy (ie: all elements of an SLO outcome and target are documented, stated results are consistent and mathematically correct.)

  Plans that have no problems will be moved into the Final/Accepted plans folders

  Authors of plans that need revisions will be contacted and plans returned to them for revisions that require their professional input.

  Revised documents are returned to SLAT, and re-reviewed. Complete documents are moved into the Final/Accepted plans folders.

  SLAT will be working this fall on further refining procedures for creating, reviewing and archiving these documents.

- SLAT encourages feedback from all users of the Annual Course Review & Annual Program Review processes for consistency, ease of use and formatting of data to provide usable input to GCCC assessment processes. Feedback may be provided to any of the SLAT members, the Coordinator of Assessment (Samantha Sanger) or VP of Institutional Effectiveness (Jacque Messinger).

- SLAT recommends that the actual school year be added to the data columns of the Annual Course Assessment and Annual Program Assessment forms to make them easier to utilize.

SLAT discussed the question of whether or not to include "non-assessed" "zero" data in the reporting SLO target results.

> A "non-assessed" "zero" data point is an individual enrolled in a course that does not take/answer the direct measure.
>
> The pedagogical issue centers on the interpretation of this data. The two sides of this argument are:
>
> - A data point representing an individual that does not take an assessment or answer an assessment question cannot be used and interpreted in reported data as "target results not met" because no assessment was made in the first place. A "not assessed" condition does not mean that the individual did not meet the target had they taken the assessment.
> - A data point representing an individual that does not take an assessment or answer an assessment question should be used and interpreted in reported data as "target results not met" precisely because there is no "positive" evidence that the target was met.

In assessing the competing arguments, SLAT recognizes the importance of understanding the reasons students do not meet assessment targets. These reasons should be reasonably discernable from available data collected and documented.

The concern is that if SLO target results for those data points that do not meet the target include both the "un-assessed" zero value and the "assessed" zero value (effectively being lumped together in one single measure) the ability to understand the reasons behind the target results will be compromised and substantially increase the risk of mis-interpretation.

To retain the ability to understand and interpret the data, the following procedure will be used on Annual Course Assessments and Annual Program Assessments:

> - Fractional data reported in the "Data/Results" box will include:
>
> $$\frac{\# \ of \ students \ taking \ the \ assessment \ that \ met \ the \ target}{\# \ of \ students \ taking \ the \ assessment}$$
>
> …along with the percentage value the division above represents.
>
> - An additional reporting row will be added to the forms for each semester in which the value reported will be the number of students enrolled in the class at the time the assessment is administered.

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G SLAT reported that work continues to integrate assessment reporting and data collection through the LMS.

G SLAT will be sending a representative to its sub-committee, the Gen-Ed committee's meetings.

G The file name structure for Annual Course Assessments was briefly discussed. File names stored in the "Final/Accepted" folders will utilize the following syntax:

[instructor last name (and first initial where necessary)] [Course #] plan [F18 (etc)]

New Business/Issues:

There was no new business

Next Meeting:

The next meeting of this committee will be Monday, September 17, 2018 at 2:30 pm in ACAD1111.