Learning Assessment 9.16 Steering Committee

**Situation:** By September 1, 2016, the College must submit a report to the Higher Learning Commission (HLC) that addresses Assessment of Student Learning concerns described in the Advancement Section of the Comprehensive Evaluation Visit Report. Assessment of student learning must be an institutional priority, tied to the budgeting and planning processes, allowing the College to address identified weaknesses and be able to sustain assessment going forward. Engaging in meaningful assessment should improve faculty teaching and student learning.

**Charge to the Steering Committee:**
To respond to the HLC report by developing and implementing a plan for assessment of student learning, especially in the areas of general education and extended studies. The Steering Committee will be active for three years, from Fall 2013 through Spring 2016.

- Review the College’s academic and co-curricular assessment plans (using Weave as the College’s data repository) and provide advice to faculty and staff with assessment responsibilities
- Develop and implement assessment activities, policies and procedures, at CSS
- Create a plan for mandatory assessment training for all faculty, including adjuncts, and staff with assessment responsibilities (choose from one of 2 yearly opportunities)
- Select and train at least one “expert” in each department who can do the ground level work
- Select or develop a common rubric to analyze the evidence (AAC&U pilot project)
- Provide periodic progress reports to the VPAA
- By May 2016, submit to the VPAA a nearly final draft of the report that is due to the HLC in 9.16 (September 2016)

**Learning Assessment 9.16 Steering Committee Members:**
- Chair: Iwalani Else - Institutional Research and Assessment
- Faculty Co-Chair: Jill Dupont - MCOD/Diversity Initiative
- James Crane - School of Arts and Letters
- Darryl Dietrich - General Education
- Lynn Kalnbach - School of Business and Technology
- Lisa Larson - Center for Teaching Excellence
- Pam Oachs - School of Health Sciences
- Megan Perry-Spears - Student Affairs
- Sheryl Sandahl - School of Nursing
- Douglas Walton - School of Science
- Neil Witikko - School of Education

**Resources:**
The Office of Academic Affairs will make reasonable resources available to the Steering Committee to accomplish their work. This will include a dedicated budget for assessment training for members of the Steering Committee, all department chairs or their designees, and general assessment training for all faculty and staff with assessment responsibilities, including adjuncts (to be determined by the Steering Committee). Costs may include travel to national or regional assessment conferences (HLC, AAC&U, General Education, etc.), on-site assessment training, and/or payment for travel and honorarium for a consultant. Beth Domholdt will be available to the Steering Committee as needed to clarify the charge, respond to questions, and participate in the work of the group as needed.

Updated: May 13, 2014, IE