Date: 2/2/24 Friday 9:00

Attendees: David Johnston, Christy VanRooyen, Carrie Dickson, Cecily Heiner, Nupur Pande, Jennifer Wilson, Andie Fultz, Rachel Hanan, Rachelle Barrett

Items:

1. Peer Review Training Session Recap – not a lot of attendance but definitely a good event with good conversation and the attendees felt well worth their time. Questions that came up:
	1. Rubric clarifications
		1. Rating of “some external comparator” needs clarification and examples. Recommendation to provide clarity that it only pertains to dashboard data not PSLO/ISLO data and external means external to the department.
		2. Discussion of the appropriateness of adding a “not applicable option”. After discussion, the only item that would merit that would be look back data for new programs. More important to clarify to faculty that grades are not punitive. Suggestion to add language on the rubric “these evaluations are not meant to be punitive, they are meant to demonstrate growth of a program over time and highlight opportunities for improvement to departments.”
	2. Peer reviewers were encouraged to add notes both when they see something that was done exemplary and for each rating of not meets.
	3. Peer reviewers were shown how to access the reports to review when they haven’t uploaded a document by entering “not applicable” in text entry field for the assignment.
	4. Need to add a specification of “all modalities” to the template when describing the programs.
	5. Additional peer review session in person on PM campus Feb 12-16
2. Assessment trainings to be scheduled
	1. Use of Assessment reports by administrators and by programs for allocation of resources – league of chairs; aim for April 15-19
	2. Program coordinator training; aim for April 15-19
		1. Should cover use of assessment reports, and best practices for involving all faculty in the process.
		2. Civil Engineering department or Dental Hygiene department to share out
	3. Using Canvas Outcomes tools – in conjunction with CCT; aim for May 6-9
3. Item of concern for end of year report: Programs do not have resources or time to complete assessment tasks or to seek training to do the tasks well.
	1. AVP to be tasked with helping struggling departments: communications and mechanical
4. Potential Conference attendance
	1. AALHE assessment conference in Portland June 3-6
		1. Who wants to go?
		2. Early bird discount April 9th
		3. Travel grants due by March 15th
		4. Rachelle to check with Provost’s office on funding
	2. NWCCU conference in November
5. AVP Candidate update
	1. 2 out of 3 have been to campus.
	2. Recording of the forums can be accessed by contacting Dede Hanlon
6. Potential Convocation speaker on AI Dr. Jordan – Carrie Dickson to follow up.