Meeting Minutes for Assessment Executive

Date: Friday March 1 9am-10am

Attendees: David Johnston, Cecily Heiner, Nupur Pande, Christy VanRooyen, Andie Fultz, Carrie Dickson, Rachel Hanan, Rachelle Barrett, Gary Lomprey, Krista Beaty, Cristina Crespo, Kevin Brown

1. Review of items from [last meeting](https://oregontech.sharepoint.com/:w:/s/AcademicAssessment2/EYCip6mDPDhPpGAROA9WWZgB1cj3GHMfUUwLWwxIt0xQLA?e=7ZjN75)
   * Dates of scheduled trainings: Chairs - Academic Council Meeting in April; Program Coordinator Meeting April 15-19.
     1. Action Item: nail down the date & location for Program Coordinator Training
   * 3 people interested in attending Portland AALHE conference.
     1. Action Item: Rachelle will ask Provost’s office about funding.
   * Offer to AVPAE has been extended
2. Senior Exit Survey -
   * Plan to compare notes about student participation with Career Services at end of academic year. To increase participation, program coordinators’ training will include a suggestion to put the Senior Exit Survey as an assignment in a Senior last term program course.
     1. Action Item: Carrie to check with registrar on adding completion as a graduation checklist item.
   * Next year: Decide if career services survey at graduation is best way to collect post-graduation plans or this survey. Collaborate with marketing on title of survey to reflect something like “OIT experience”.
   * Default survey to be administered to all seniors who petition to graduate with ISLO questions, and university related standard questions. This would leave off program specific questions if programs do not have an associated survey. Experiential learning question block to be removed from the survey. Questions saved in case programs want that data, then they can be reimplemented.
3. ISLO Discussion - Krista
   * Rubrics being updated for Communications and Teamwork. Teamwork almost done. Communications department being consulted on Communications survey. Teamwork survey language changed from F,P,C grading scale to proficient, not proficient. F,P,C language to remain a rating for class level not performance. Similar to QL/IA updates.
   * Proposed removal of Ethical Reasoning rubric from ETC to DP. Nupur and Krista to meet with their committees offline to organize transfer of responsibilities and knowledge. Recommended that data be collected on Ethical reasoning during 2024-25 academic year to ensure collection time frame on ISLO meets compliance with accreditation standards.
4. Action Item: Prepare to discuss criteria for selecting a course as representing General Education for a particular ISLO outcome.