Marshall University Assessment Committee Meeting
May 9, 2017 / 12:00 – 2:00 PM
Memorial Student Center / John Spotts Room

MINUTES

Members Present: Mindy Allenger, Loukia Dixon, Kim DeTardo-Bora, Britt Frye, Andrew Gooding, Hanna Kazlowski-Slone (sabbatical replacement for Maribea Barnes), Marty Laubach, Nicki LoCascio, Karen McComas, Edna Meisel, Tim Melvin, Doug Nichols, Alex O'Donnell, Caroline Perkins, Sherri Stepp

Members Absent: Glen Anderson, Andy Hermansdorfer, Susan Imes, Paula Lucas, Asad Salem, Larry Sheret, Mary Beth Reynolds, Sherri Smith

1. **Introductions**: The meeting began with introductions of committee members.

2. **Minutes of the March 6, 2017 meeting** were approved as submitted.

3. **Assessment Reports**: Reports sent to department chairs in early April. Thank you to all members who submitted their feedback.

4. **Qualtrics Update**: Discussion held on how Qualtrics could help streamline other processes. Tim Melvin has been working with the Office of Equity to use Qualtrics for Title IX and other processes. Marshall would like to find a niche, much like Ivy Tech with their course evaluations, to use Qualtrics in unique ways. Karen McComas discussed how Qualtrics helped with the registration process for Open Classrooms with setting quotas.

5. **Summer Assessment Project**: General Education assessment will begin on Monday, May 15th and will stretch for three weeks. The fourth week of summer assessment will focus on the High Impact Practice (HIP) project artifacts.

6. **Additional Discussion Items**:
   a. *Assessment Day*: Tim Melvin let the committee know that we were on par with past response rates, although a new incentive approach was used with offering Apple Watches instead of iPads. Tim asked the committee to brainstorm ideas for the next Assessment Day.
   b. *Blackboard*: Doug Nichols reminded the committee that this is the first summer assessment where Blackboard will be used to collect student artifacts. Doug also

mentioned that the English department has had success using Blackboard for their degree program level assessment.

   c. *Software*: Tim and Carol Hurula are having meetings with Edward Aractingi on using PowerBI or Tableau to create customized dashboards to display assessment and budget related data to colleges and/or departments. They hope to pilot this project soon. Both software tools would be able to pull data from identified banner fields.

7. **Reminder**: Assessment reports for the 2016-17 academic year are due by September 15th.

8. **Additional Business**: No additional business was discussed.

9. **Adjournment**

Respectfully Submitted,

Tim Melvin