Meeting Notes

1. **Learning Community Update**
   - Proposed format
     - Time/Length: **Once a quarter for 90 minutes**
     - Participation: **Representation from all units**
     - Content: **Assessment presentation + individual assessment work**
   - WG feedback
     - Agreed to format.
     - Suggested scheduling the fall session the week before Thanksgiving, but keeping in mind NASPA Regional conference and ACULI.
     - Make it mandatory that everyone who’s submitting a report attend the entire session, while making the “skills” portion open to anyone interested in assessment.

2. **Update on Assessment Reports & Process**
   - Questions or concerns
   - Feedback
     - FYI: According to Campus Labs, a report can’t be moved from one year to another.

3. **Update on Goals & Metrics**
   - Questions or concerns
   - WG Feedback
     - Guidelines or a rubric are needed for next year.

4. **Other Topics**
   - **Require assessment plans.** WG suggested and agreed that for 2018-2019 units will be required to submit assessment plans into Planning in September or October. Marlene agreed to this with the caveat that submitters must integrate or at least discuss the feedback provided.
   - **Emphasize use of results.** WG observed currently the emphasis is on “doing” assessment and not on “using results.” To address this, the WG agreed to add a field in the
assessment report template that asks submitters to indicate what was done with the results of the previous year’s report. Marlene also agreed to put more emphasis on this throughout the and especially during the assessment overview workshop scheduled for August or September.

Important Dates

Assessment reports due: **July 20, 2018**

2017-2018 Goals & Metrics reports due: **July 27, 2018**

Next meeting: **August 16, 2018**

2018-2019 Goals & Metrics due: **August 17, 2018**