



# MEETING MINUTES AUG. 23, 2019

SIER 209, 9-11 a.m.

**Meeting called to order:** 9:02 a.m.

**In Attendance:** Sam Byington, Cheryl Cardoza, Tara Connolly, Melissa Deadmond, Jinger Doe, John Fitzsimmons, Mark Maynard (Chair), Perry Mitchell, Kelby Peeler, Jennifer Pierce, Brian Ruf, Sharif Rumjahn, Karen Wikander, Stephanie Walden

**Absent:** Eric Bullis, Meeghan Gray (Proxy: Brian Ruf)

**Guests:** Amber Anaya, Maura Hadaway

Chair Mark Maynard welcomed everyone back, had all members and guests introduce themselves, reviewed the meeting schedule for the committee, and collected suggestions and goals from the committee. The overwhelming suggestions and goals were to learn about the committee/how assessment works, work on gen ed criteria outcomes, library assessment, the dishonesty policy, and finish work on the WICHE Passport.

The committee charges and meeting schedule were also reviewed. The next meeting of the Academic Standards and Assessment committee (ASA) will be September 27 and will be a joint meeting with the Curriculum Review Committee.

## Approval of 5/10/2019 minutes

It was noted Meegan's name should be spelled Meeghan.

Chair Maynard called for a motion to approve the May 10, 2019 minutes as amended. John Fitzsimmons and Tara Connolly motioned and seconded respectively. The minutes, as amended, were passed with 4 members abstaining.

## Appoint PUR Captains

|                  |                         |
|------------------|-------------------------|
| Tara Connolly    | CNA & CLS               |
| Meeghan Gray     | Graphics Communications |
| Jinger Doe       | Nursing                 |
| John Fitzsimmons | Business Studies        |
| Sam Byington     | Criminal Justice        |

Chair Maynard reviewed the process. The PUR's are due Dec. 1, 2019. They will go to the respective dean for comments and come back to the committee to review. The ASA captains work with the department self-study chair as a liaison between the department and committee.

## Fall 19' Committee Work

The following items were discussed for the committee's tasks for fall: Gen Ed Criteria and Assessment, Academic Dishonesty Policy, Joint CRC Meeting, WICHE Passport, the PUR process, and revising the rubric.

Chair Maynard added the rubric is used to generate the report. Micromanagement of the document was also reduced.

Other ideas received were: a common syllabus template that includes institutional policies, important academic dates such as add/drop dates, ADA compliancy, list class meeting times, include Gateway statements for applicable courses, give larger departments more time wo work through the PUR process, and possibly provide information in a dashboard format.

Brian Ruf volunteered to chair a syllabus template subcommittee.

The next meeting will be a joint committee meeting with the Curriculum Review Committee. The committee listed some possible agenda suggestions: Gen Ed learning outcomes specifically criteria review which is vague, answer how discipline criteria and methodologies are satisfied, WICHE Passport Concept: discuss progress and next steps. It was also suggested to invite CRC members to join the WICHE Passport Subcommittee.

## New Business

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The Northwest Accreditation are reviewing their standards. There has been a Gen Ed standard change the committee should review while keeping the context in mind.

## Old Business

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The WICHE Passport Subcommittee members are: Jinger Doe, Melissa Deadmond, Cheryl Cardoza, Tara Connolly, and Ric Bullis.

Meeting Adjourned: 10 a.m.

Next Meeting: September 27, 2019 RDMT 256