

knowledge about the departments to be effective in this process.

In response, it was noted that we aren't advising on what the goals are, just advising on creating achievable, measurable goals, and that the assessment plan is reasonable. This work transcends disciplines.

ACTION: Helpful for Committee to be trained using good and bad examples. The Chair noted that this can be done as a standing item at the October meeting.

General Discussion:

Picking a capstone assignment or course for measurement (rather than something at the start of the program) should be encouraged/highlighted.

We want to encourage the things that they are doing well. We don't want to annoy people/turn them off in the process.

The Chair should encourage curriculum mapping and comment when goals are too broad or poorly structured

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ACTION: Address in All Memos

Curriculum Maps – First Step

Address vague goals and note too many sub goals. Make sure they are goals. Provide examples and we can help refine them.

Makes sure the goals are useful to them as a unit

Archaeology

The department had a detailed action plan in 2019, but the current 2022 doesn't have as much details. Recommendation to use the 2019 action as a template.

Ensure that we are noting that using course grades as the only measurable doesn't give you enough information.

The language should be more direct in the Archaeology memo

Communications

Good example of circling back in the grad program, but they aren't doing it with undergrad. It was recommended that we encourage them to use it with undergrad.

It was noted that they may be trying to do too much because they don't know what to do.

English

We need to point to sparking conversations as a positive outcome.

We need to ensure that they are providing true goals.

Reiterate that the assessment shouldn't have a sole focus on the student experience surveys.

This is a great opportunity for the English Department to showcase the revamp of the curriculum that they just completed. Encourage them to document, test, and celebrate the new curriculum.

Molecular Biology and Biochemistry

Looking at curriculum and working hard with curriculum.

Emphasize that they are trying to do too much and it might make it difficult to get started.

Remind them that this isn't something that you are locking into. The goals are for your department and they can evolve. You should be refining and revising the goals as they are not static. We understand that things change as you learn.

School for Contemporary Arts

More with capstone processes. Think of ways to leverage those is something to add

to the memo. Consider including student perspectives on capstones as part of this.
 Use celebratory language – achievements are celebrated.
 We do curriculum reform but you don't see if it worked. This can be an opportunity to do that.

Sociology and Anthropology

This one can be used as a potential example. The plan was streamlined from an undoable plan.

Action: A. Watson to look into getting permission to share the S&A action plan.

Final Comments

Action: E. Elle suggested sharing all EGs from all schools/departments would be helpful. These are public Senate documents so she will have them added to the website.

The Committee agreed that they didn't need to see the memos again and E. Elle can submit the memos once the suggested changes have been made.

It was discussed the E. Elle's last meeting is in June and the group would like to do something.

ACTION ITEMS

March Action Items	Owner	Updates
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Chair noted that this can be done as a stan. 4. (s)3.9 (a)-4.4 (t)4.9 (a)-5.9 (-3.3 (n)-0.7 (d)-0.8)-0.804 (d)-5 a-i)-3.3

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