

**Gustavus Adolphus College**  
**College Assessment Committee (ISLO)**  
**11 Sept 2015, 9:00am-10:00am, Library Conference Room**

## **Meeting Minutes**

Members Present: Mark Braun, JoNes VanHecke, Kari Eckheart, Kaitlin Kwasniewski, Kathy Lund Dean, David Menk, Daniel Moos, Paula O'Loughlin, Charlie Potts

Members Absent: Doug Minter

Guests Present: Brenda Kelly, Associate Provost and Dean of Sciences and Education

**Meeting called to order.**

### **Approval of Minutes**

The May 15, 2015 meeting minutes were approved as distributed.

### **Unfinished Business**

None.

### **New Business**

- 1.) No questions were raised about the charter.
- 2.) Report on progress on the Intercultural Understanding ISLO. Report about the GPI instrument return rate from seniors in May 2015 (~ 40%) and first years in Aug 2015 (~73%). Report on the recommendation of the faculty working group about how the data should undergo additional analysis on a 'by-department' basis before distribution and sharing among the faculty and college community. Further discussion about the recommendation, specifically about analysis of the data, constituency of the faculty working group.
  - a. **Recommendations:**
    - i. Pay a professional to analyze the data on an academic department basis, as well as other bases (e.g. athlete vs non-athlete).
    - ii. Include non-faculty members of the college community on the working groups.
- 3.) Report on progress in data collection on the Ethical Reflection ISLO with the DIT-2 instrument.
- 4.) Report on progress in populating the Intellectual Capacities and Cognitive Practice ISLO Working Groups.

5.) Review of the ISLO timeline.

**Adjournment**

The meeting was adjourned at 9:50 am.

The next College Assessment Committee meeting will be convened on **October 30, 2015, at 9:00 am.**

Charlie Potts has enthusiastically agreed to take the minutes.

Respectfully Submitted,

Brenda Kelly

Gustavus Adolphus College  
College Assessment Committee (ISLO)  
[assessment-com@gustavus.edu](mailto:assessment-com@gustavus.edu)  
30 October 2015, 9-10 a.m., LCR

## Meeting Minutes

**Call to Order at 9:04 a.m.**

### Approval of the Agenda

#### **Approval of Minutes (motion by O'Loughlin; Menk seconded; unanimous approval)**

Approval of the 11 September 2015 College Assessment Committee meeting minutes

### Unfinished Business

Update on Global Perspectives inventory (GPI) and dissemination plans:

- a. Still waiting on second half of our data (first-year students). Should be ready to be shared with David Menk by end of October.
- b. Stipend for visiting instructor who is helping with data analysis. Braun suggested \$250 honorarium.
- c. One student will be analyzing data set for a class. Will sign confidentiality agreement.

Update on Global Perspectives inventory (GPI) dissemination plans:

- a. We are hiring faculty to coordinate through working groups.
- b. The current GPI report will be placed on the IR website.
- c. Working groups will coordinate time to share information at faculty meeting.

Update on Defining Issues Test-2 (DIT-2) data collection

- a. Lund Dean sent email regarding FTS sections who completed. Met goal of number of FTS sections and will coordinate with Three Crowns students.
- b. Menk said data report will likely be returned to us during spring semester.

Update on Intellectual Capacities and Cognitive Practice

- a. Moos reports there are four faculty in each group (one group for Intellectual Capacity and one for Cognitive Practice). Each group has met twice already to discuss models for collecting data.
- b. Faculty groups discussed electronic portfolio model and also discussed existing models at the institution (i.e. PALs & CASL). Faculty felt using existing resources was important.
- c. Moos is confident we will be able to pilot in the spring.

## **New Business**

AAC&U initiatives and alignment with our ISLOs

- a. Moos reported that AAC&U is asking institutions to collect artifacts on six outcomes to validate their rubrics.

Incorporating ISLO data into diversity work and strategic planning (**MOVE TO NOVEMBER MEETING**)

Update on the charge of the Committee for the Assessment of Student Learning (**MOVE TO NOVEMBER MEETING**)

Protocols for compensating faculty working group members

- a. Paying \$250 to those working on surveys; \$500 to those working on rubrics.
- b. O'Loughlin asked for clarification on expectation of these individuals. Committee members who are on the faculty side of the house (Lund Dean, Moos, Kelly, O'Loughlin, Braun) will discuss expectations moving forward.

## **Good of the Order**

Meeting schedule and assignments for taking meeting minutes:

- 30 October 2015: Charlie Potts
- 20 November 2015: Kari Eckheart
- 11 December 2015: Paula O'Loughlin
- 15 January 2016: David Menk
- 26 February 2016: Dan Moos
- 25 March 2016: JoNes VanHecke
- 29 April 2016: Kathy Lund Dean
- 13 May 2016: Mark Braun

## **Adjournment at 9:58 a.m.**

The next College Assessment Committee meeting will be convened on  
**20 November 2015 at 9 a.m. in LCR.**

Members: Provost: Mark Braun, **Co-Chair (PRESENT)**  
Dean of Students: JoNes VanHecke, **Co-Chair (PRESENT)**  
Athletics: Kari Eckheart **(PRESENT)**  
College Assessment Director (*ex officio*): Dan Moos **(PRESENT)**  
Dean of Students Office: Charlie Potts **(PRESENT)**  
Director of Institutional Research (*ex officio*): David Menk **(PRESENT)**  
Faculty: Brenda Kelly **(PRESENT)**  
Faculty: Kathy Lund Dean **(PRESENT)**  
General Education Director: Paula O'Loughlin **(PRESENT)**  
Student Employment Director: Doug Minter **(PRESENT)**  
Student: Kaitlin Kwasniewski **(PRESENT)**

Gustavus Adolphus College  
College Assessment Committee (ISLO)  
[assessment-com@gustavus.edu](mailto:assessment-com@gustavus.edu)  
11 December 2015, 9-10 a.m., LCR

## Meeting Minutes

**Members Present:** Mark Braun, JoNes VanHecke, Kari Eckheart, Brenda Kelly, Kaitlin Kwasniewski, David Menk, Doug Minter, Daniel Moos, Paula O'Loughlin, Charlie Potts

**Members Absent:** Kathy Lund Dean

**Call to Order at 9:06 a.m.**

**Approval of the Agenda**

**Approval of Minutes (motion by Menk; Potts seconded; unanimous approval)**

Approval of the 30 October 2015 College Assessment Committee meeting minutes

### Unfinished Business

Incorporating ISLO data into diversity work and strategic planning:

- a. The GPI data will be shared with the co-chairs of the SAT and CASL
- b. Work will continue on this initiative in January

Update on the charge of the Committee for the Assessment of Student Learning

- a. Paula O'Loughlin will provide update at January meeting

### New Business

ISLO working group updates/concerns

- a. Intercultural Competence
  - JoNes VanHecke shared the GPI scale data and had a short discussion about the data at a Student Life division meeting
  - JoNes is on agenda to present GPI scale data to another faculty committee in March
  - Consensus that faculty should know that this data exists and its location
  - We need to find a means to get people together to discuss the data (maybe an all-employee meeting)
- b. Intellectual Capacity and Cognitive Practice
  - Dan Moos reported on the two faculty working groups, who (independently) desired to assess these areas at the course/instructor level
  - Following discussion, there was consensus that we should do parallel studies that involve individual faculty assessment (see above bullet point) of these ISLOs and some

college-wide measure (e.g., use of the AAC&U rubrics by a group of faculty who will evaluate work from senior-level students)

- We are unsure as to what the institutional level “measure” should be
- c. Ethical Reflection
- David Menk reported that additional analysis of the DIT-2 data is required

### **Good of the Order**

Meeting schedule and assignments for taking meeting minutes:

- 15 January 2016: David Menk
- 26 February 2016: Dan Moos
- 18 March 2016: JoNes VanHecke
- 29 April 2016: Kathy Lund Dean
- 13 May 2016: Mark Braun

### **Adjournment at 10:00 a.m.**

The next College Assessment Committee meeting will be convened on  
**15 January 2016 at 9 a.m. in LCR.**

Respectfully submitted,  
Brenda Kelly

## College Assessment Committee Meeting Minutes

January 15, 2016

Present: JoNes VanHecke, Mark Braun, Kaitlin Kwasniewski, Kari Eckheart, Dan Moos, Paula O'Loughlin, and guest Marie Walker

Absent: Charlie Potts, David Menk, Doug Minter, Brenda Kelly, and Kathy Lund Dean

Co-chair JoNes VanHecke called the meeting to order.

A motion was made and seconded to approve the minutes from the previous meeting. The minutes were approved.

The first item of unfinished business was a discussion about incorporating ISLO data into both institutional diversity work and strategic planning. After a brief discussion, it was clarified that this item related to assuring this happens with data already collected, specifically the GPI. It was suggested that moving on to the next order of unfinished business, outcome updates, would assist in this item.

JoNes VanHecke gave an update on the progress of the GPI working group. The group met last week. They are working on creating a second GPI data sheet so that it 1) addresses issues that some faculty are likely to note such as statistically significant and 2) highlights items of particular interest to faculty. Mark Braun noted that the first data sheet is difficult to understand as a stand-alone document. (This is because it was developed to be part of a presentation). The plan is to send the second version GPI data sheets out to all faculty. The committee has also identified key faculty groups that they will connect with groups, such as Senate, CICE, FTS in the third phase of the faculty GPI rollout. JoNes shared that the PCDEI was on the list of non-faculty groups to connect with and at the committee's urging, will add the co-chairs of the Strategic Planning SAT to the list as well.

Dan Moos shared with the group a proposed model that the faculty are working on to reorganize and streamline all of the college's faculty assessment bodies (PALs, LAP, CASL, and Curriculum Committee). The proposal would have CASL responsible for the synthesis of assessment data and would then send recommendations to the Curriculum Committee. The group discussed the pros and cons of the proposed model.

Marie Walker and Dan Moos outlined some of the challenges associated with measuring two of the outcomes (cognitive and intellectual capacity) and to a lesser degree, the integration

outcome as well. They noted that there have been hesitations around what to measure and about what exactly is meant by the two outcomes. The working groups have also discussed the viability of the AAC&U rubrics. Finally, Marie also suggested that it would be helpful to have a stronger organization/infrastructure for the assessment data. She shared examples from several other institutions as good models. Dan Moos indicated that this was something that he was also looking into in his room as Assessment Director.

We briefly discussed one item of new business related to the regular distribution and discussion of data from the ISLOs. Paula O'Loughlin volunteered to work on a sacrificial draft to bring to the next assessment committee meeting.

The meeting was adjourned shortly after 10:00 a.m.

Respectfully Submitted,  
JoNes VanHecke

**Gustavus Adolphus College**  
**College Assessment Committee (ISLO)**  
**2/26/16, 9:00 – 10:00 a.m., Library Conference Room**

## **Meeting Minutes**

Members Present: Mark Braun, Kari Eckheart, Kathy Lund Dean, David Menk, Daniel Moos, Paula O'Loughlin, JoNes VanHecke

Members Absent: Brenda Kelly, Kaitlin Kwasniewski, Barbara Larson Taylor, Doug Minter, Charlie Potts

Guests Present: Chuck Niederriter (representing Faculty Senate), Tom Huber (representing CASL)

### **Call to Order**

A regular of the College Assessment Committee was convened at 9 a.m. on February 26, 2016.

### **Approval of the Agenda**

The agenda was approved as distributed.

### **Approval of Minutes**

The meeting minutes were approved as distributed.

### **Unfinished Business**

- DIT-2 data discussion
  - David Menk indicated that we now have data on different factors (in the form of raw data); however, we have not yet received a comparative report
  - Mark Braun suggested that the next step is to facilitate a community-wide discussion with the data
- GPI discussion
  - Kathy Lund Dean is working with Wei Fu on analyzing the data, including crosstabs on various factors; chi-square analyses revealed non-significant findings
  - In response to these findings, additional descriptive analyses on a variety of variables will be run
- Sacrificial Draft Protocol for ISLO results dissemination discussion
  - Paula O'Loughlin provided an overview of the sacrificial draft
  - The need to provide accessibility for all employees was discussed; it was suggested that the data should be provided at the All-Employee Meeting and should be disseminated through the Employee-L
  - The recommendation was put forth to push the Intercultural Data through the proposed dissemination protocol

- Discussion of the Faculty Senate’s work on assessment committee re-structuring
  - Chuck Niederriter provided a brief history of the events that led the Faculty Senate to examine assessment within the governance structure
  - Tom Huber addressed the current state of Committee for the Assessment of Student Learning (CASL) and the potential future of this committee
    - Tom Huber proposed a potential direction for this committee during the Spring 2016 semester, which included exploring alternative models for assessing ISLOs similar to Cognitive Practice and Intellectual Capacity
    - JoNes VanHecke discussed the importance of considering all ISLOs as institutional outcomes, including Cognitive Practice and Intellectual Capacity
  - CASL was charged with exploring how other institutions conceptualize and assess outcomes similar to Cognitive Practice and Intellectual Capacity
    - Dan Moos was also charged to work with CASL and make a recommendation by the end of the Spring 2016 semester
  - The committee agreed to adapt the timeline and move the collection and dissemination of Cognitive Practice and Intellectual Capacity data to a later date, to be determined following the CASL recommendations provided at the end of the Spring 2016 semester
  - Paula O’Loughlin made an informal request to devote time during the March meeting to discuss the role of this committee and its membership

## **New Business**

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## **Good of the Order**

Meeting schedule and assignments for taking meeting minutes:

- 18 March 2016: Kathy Lund Dean
- 29 April 2016: David Menk
- 13 May 2016: Mark Braun

## **Adjournment**

The meeting was adjourned at 10 a.m.

The next College Assessment Committee meeting will be convened on March 18, 2016, at 9 a.m. in LCR

Respectfully Submitted,  
Daniel C. Moos

## College-Wide Assessment Committee 3/18/16

**Present:** David Menk (DM1), JoNes VanHecke (JVH), Kaitlin Kwasniewski (KK), Brenda Kelly (BK), Charlie Potts (CP), Kari Eckhart (KE), Mark Braun (MB), Dan Moos (DM), Kathy Lund Dean (KLD)

**Not present:** Doug Minter, Paula O'Loughlin

Meeting underway at 9:02 am.

### Approval of the Agenda

**Approval of the Minutes:** Minutes approved unanimously. Charlie moved, seconded by Dan Moos.

### Unfinished Business

1. Changes to ISLO timeline? MB commented on whether we need to adjust the timeline to move the academically-oriented ISLOs to later to allow for some more investigation and move some of the others up, to keep momentum going.
2. DM noted that leadership, wellbeing, and integration of learning are possibilities for moving ahead.
  - a. Is the wellbeing instrument validated yet? JVH needs to circle back to see if it has been validated.
  - b. Integration of learning will be challenging; makes sense to leave it to the end particularly if the curriculum will be changing.
3. Leadership is scheduled for fall 2016; discussion investigated whether we should move that up to this year rather than piloting the Cognitive Practice (CP) measurement.
  - a. What might be the challenges for moving Leadership up? The research design is for FYs and seniors, so the students may not be available for a leadership instrument
  - b. Committee members want to make sure there is not an academic year where we are not collecting data
  - c. Motion by MB, second by JVH: bump Intellectual Capacity (IC) and CP by one year in the schedule? Motion approved.
4. Discussion item for HLC for upcoming visit: sharing our efforts and challenges in measuring IC and CP could be a topic of discussion as part of the HLC charge to discuss both what is moving forward and what we are being challenged by.
  - a. MB: we are being proactive about identifying our challenges.
  - b. KLD: To what extent would HLC be engaged in helping us? Group: Not so much.
  - c. BK: if we bring it up with HLC, we should also have a tentative plan. More discussion on the group about possibilities here
5. CASL will take on IC and CP, so those two working groups are subsumed by CASL.

- a. CASL is benchmarking with other institutions WRT these ISLOs. Others are in the same boat and we can learn from their efforts.
  - b. DM has been benchmarking with 5 other institutions to compare/contrast their perspectives with similar ISLOs.
6. JVH: she would ask that CASL have not only a plan to assess but consider what an ongoing infrastructure could look like to be able to hit the ground running in the fall.
7. Leadership ISLO: discussion around crafting the working group. General agreement that the working group should include faculty and staff. Combine a special invitation with a general call via employee-l. Discussion of potential representation of Newell, Rathlef, Tunheim, Athletics staff.
  - a. MB: will put the call for participation together and get it out via the list. Deadline will be April 20<sup>th</sup> to declare interest, so that at our April 29 meeting we can decide who will serve and allow them 2 weeks in May for them to get together.
  - b. BK: suggestion to get the group together yet this spring and get them together to get a plan for the fall 2016.
  - c. DM: Leadership & Wellbeing should have students involved in the working group at some point.
8. JVH: CASL to come to the May 13<sup>th</sup> meeting of this body, as a conversational opportunity.

### **New Business**

9. JVH: Discussion of ongoing makeup of this group and what makes sense moving forward. Asking for opinions as to who should remain and who might be replaced
10. MB: asked if we were all familiar with the charge of the group; copies distributed
11. BK: a difficulty has been a lack of buy-in from faculty; KLD asked for clarification that it's not an active lack of buy-in but more simply a lack of awareness; group concurs. BK recommends more faculty representation on this body because the working group faculty representation function has not worked as planned
12. KE: feels that she has not contributed as much as she thought she could. The goal is to still infuse the idea that ISLOs happen outside of the academic enterprise so it is critical that people like her and CP are represented. CP: broaden the working groups to include non-academic folks. He believes he could have participated much more effectively in a working group structure.
13. MB: dissolve this body and use the working groups as the key functional areas that are managed by MB and JVH? BK offered an alternative in keeping both: There is general agreement that the working group structure should become more robust and formalized with membership (subcommittee structure with this body).
  - a. Discussion continued about the best structure to accomplish this body's goals.
  - b. MB: someone from each working group represented on this body, plus others who make sense in particular roles, such as MB in his role as the institutional liaison

with HLC. JVH volunteered her, BK's and MB's thinking to craft a draft of a potential structure for next month's meeting (April 29, 2016).

**BK motion to adjourn, MB second, approved. Adjourned at 9:37 am.**

**Good of the order**

Minutes-taking schedule for the remaining two meetings:

- 29 April 2016: David Menk
- 13 May 2016: Mark Braun

**The next meeting will be convened in the LCR on 29 April 2016 at 9 am.**

Respectfully submitted,

Kathy Lund Dean

**Gustavus Adolphus College**  
**College Assessment Committee (ISLO)**  
**29 April 2016, 9 a.m., Library Conference Room**

## **Meeting Minutes**

Members Present: Mark Braun, JoNes VanHecke, Kari Eckheart, Brenda Kelly, Kathy Lund Dean, David Menk, Daniel Moos, Charlie Potts

Members Absent: Kaitlin Kwasniewski, Doug Minter, Paula O'Loughlin

### **Call to Order**

A regular meeting of the College Assessment Committee was convened at 9 a.m.

### **Business**

1. The group discussed CASL learning outcome and PALS reports
2. The group discussed the tone of the assessment report embedded in criterion four of the HLC self-study
3. The group discussed College Assessment Committee structure/membership
4. The group discussed GPI/DIT2

### **Adjournment**

The meeting was adjourned at 9:30 a.m.

The next College Assessment Committee meeting will be convened on **13 May 2016 at 9 a.m. in the LCR.**

Respectfully Submitted,  
Mark J. Brain

**Gustavus Adolphus College**  
**College Assessment Committee (ISLO)**  
**13 May 2016, 1:30-2:30 p.m., Library Conference Room**

## **Meeting Minutes**

Members Present: Mark Braun, Kari Eckheart, Brenda Kelly, Kathy Lund Dean, David Menk, Doug Minter, Daniel Moos

Members Absent: JoNes VanHecke, Kaitlin Kwasniewski, Paula O'Loughlin, Charlie Potts

Guest Present: Tom Huber

### **Call to Order**

A regular or special meeting of the College Assessment Committee was convened at 1:32 p.m.

### **Approval of the Agenda**

The agenda was approved as distributed.

### **Approval of Minutes**

The 18 March 2016 and 29 April 2016 meeting minutes were approved as distributed.

### **Unfinished Business**

- **Update from the Committee for the Assessment of Student Learning (Tom Huber, CASL Chair).** Huber distributed a handout report and gave an overview of CASL's review of the Cognitive Practice and Intellectual Capacities ISLOs. He shared the committee's recommendation that these ISLOs be revised in parallel with the curriculum revision process next year and followed up by describing potential assessment tools for the proposed revised ISLOs. The group moved on to discuss the potential role/charge of CASL and possible reporting models as well as general questions and comments about the handout.
- **Review of the revised the ISLO timeline.** The group discussed the expectations of HLC regarding assessment progress and where assessment should be in March 2017 when during the HLC on-campus visit. A revised timeline document indicating the impact of strategic planning and curricular revision processes will be distributed to the group. Finally, the group reviewed the faculty's newly passed goals of curricular revision.
- **Review of the revised committee charge and membership.** The group discussed the purpose of the committee as well as overall assessment structures at the college. The decision was made to change the name of the committee to the *Institutional Student Learning Outcome Assessment Committee*. The membership of the list was reviewed and discussed, including whether some committee members would best serve on subcommittees rather than the committee. A revised document with discussed changes will be distributed to the group.

- **Validation of the wellbeing instrument (update from JoNes VanHecke).** This agenda item was deferred until the next meeting when VanHecke is in attendance.
- **Leadership ISLO call for volunteers.** The slate was presented and it was decided that the Provost's Office will work with the Assessment Director to select individuals.

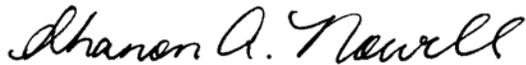
### **New Business**

- **HLC staff analysis on the Gustavus progress report on assessment.** Braun pointed to his email summarizing the HLC staff analysis of the December 2015 progress report. He noted that Gustavus is being required to submit an additional report on learning outcomes assessment. This report will be embedded in the 2016-17 Year 4 Standard Pathway Comprehensive Evaluation document.
- **Supporting the work CASL does among constituencies.** In the interest of time, this agenda item was postponed be discussed next time.

### **Adjournment**

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,



Shanon A. Nowell  
Assistant to the Provost