Committee Meeting Minutes

Meeting Date	9/7/16
Meeting Time	1:00-2:00 p.m.
Meeting Location	RLNC Board Room
Type of Meeting	Committee
Committee	Assessment
Facilitator	Mandy Schram
Attendees	Tami Nendick, Devery Fairbanks, Jeff Jones, Julia Stephani, Bill Stephanie, Lea Perkins

Agenda Item #1: VALUE Rubrics	
Time Allotted	
Presenter	Mandy Schram

Discussion
VALUE Rubrics – Do they fit the needs of RLNC? Do we need to modify them for our institution? Faculty member vocalized support for these rubrics but suggested they be customized for RLNC. It was suggested that the rubrics be created for the 10 MNSCU goal areas for consistency and clarity.

Conclusions
Faculty members were each assigned two goal areas to review against the VALUE rubrics.   They will come to the next meeting with suggestions.

Action Items	Person Responsible	Deadline
Full-Time Faculty Members will review the 10 MNSCU goal areas and the VALUE rubrics and create suggested modifications.	Full-Time Faculty	9/21/16

Agenda Item #2: Program Assessment Rubric	
Time Allotted	
Presenter	Mandy Schram

Discussion
The first draft of the Program Assessment Rubric was handed out to faculty members for review. It was suggested that the evaluative headings be changed - suggestions include "developing" and "established." In addition, the scoring under each of the rubric headings is unclear. The scale at the end could also be modified (suggestion: early stages).

Conclusions		
Faculty members will email suggested changes to the rubric to Mandy prior to Sept. 21.		

Action Items	Person Responsible	Deadline
Faculty Members email suggestions to Mandy	Faculty Members	9/21/16
Revise program assessment rubric for review at next Assessment Committee meeting	Mandy Schram	9/21/16

Agenda Item #3: Performance Indicators	
Time Allotted	
Presenter	Mandy Schram

Discussion

Key performance indicators define a set of values against which to measure. These raw sets of values, which are fed to systems in charge of summarizing the information, are called *indicators*. Indicators identifiable and marked as possible candidates for KPIs can be summarized into the following sub-categories:

- *Quantitative indicators* that can be presented with a number.
- *Qualitative indicators* that can't be presented as a number.
- *Leading indicators* that can predict the outcome of a process
- *Lagging indicators* that present the success or failure *post hoc*
- *Input indicators* that measure the amount of resources consumed during the generation of the outcome
- *Process indicators* that represent the efficiency or the productivity of the process
- *Output indicators* that reflect the outcome or results of the process activities
- *Practical indicators* that interface with existing company processes.
- *Directional indicators* specifying whether or not an organization is getting better.
- *Actionable indicators* are sufficiently in an organization's control to effect change.
- *Financial indicators* used in performance measurement and when looking at an operating index.

Key performance indicators, in practical terms and for strategic development, are *objectives* to be targeted that will add the most *value* to the business.[4] These are also referred to as *key success indicators*.

Faculty were encouraged to consider what their key performance indicators are for each of their classes, particularly those that will be under review in the Assessment and Curriculum Committees this academic year.

Conclusions

Faculty members will identify key performance indicators for each of their classes so we can begin developing a schedule of assessment practices and data collection.

Action Items	Person Responsible	Deadline
Full-time faculty members will identify key performance indicators for each of their classes	Faculty Members	Ongoing

Agenda Item #4: Data Collection Practices		
Time Allotted		
Presenter	Mandy Schram	
Discussion		
Faculty members will consider how we collect data and where we store it. This will be discussed at greater length in future meetings.		
Conclusions		

Action Items	Person Responsible	Deadline
N/A	N/A	N/A

Mandy Schram

9/7/16

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Signature of Committee Chair   **Date**

Form Updated 8/6/15