Liberal Education Program Committee
Program Review and Assessment Committee
Joint Meeting Minutes
Thursday, October 13, 2016
9:35-10:50, ASC 326

Present: Cindy Simoneau (LEPC chair), Rebecca Silady (PRAC chair), Mary Pat Lamberti, Polly Beals, Resha Cardone, Jesse Gleason, Costel Calin, Charlie Dellinger-Pate, Nicole Henderson, Jim Tait, Wendy Hardenberg (recording), Rob Page, Mike Shea, Helen Marx, Jeff Webb, Marybeth Fede, Anthony Richardson

Guests: Deb Weiss, Michael Ben-Avie

Call to Order: 9:40 a.m.

Old Business:

1) LEP Director Position
   a. Close to putting co-directors in place (Academic Transfer Coordinator + LEP Director)

2) LEP Assessment
   a. How can we assess the LEP? What do we need to do for TAP? What are we obligated to do for the Multistate Collaborative?
      b. Idea is to have students submit de-identified existing assignments for assessment
         i. Not every affinity group would be assessing every year
         ii. Not every artifact would be assessed every time
         iii. LEP director would write reports and submit to PRAC like all other programs
         iv. Loop would then be closed by looking at ways to improve (LEP Director, LEPC, Affinity Groups)
         v. Some rubrics/assessments already exist, others need to be developed or adapted
         vi. Some resistance from faculty due to academic freedom concerns and fear that “canned” rubric will not adequately show their students’ learning
         vii. Decisions have to be made so that the process can begin, so faculty/affinity groups who choose not to participate may have to forfeit their right to provide input
         viii. Departments would submit appropriate artifacts, but assessment would be done beyond the department level (ideally the scorers would be compensated)
   c. Affinity groups need to be contacted and asked to meet with the purpose of starting this process
   d. PRAC is willing to remain constituted for the express purpose of working on LEP assessment (while the program reviews are on hiatus)
e. Motion: LEPC and PRAC jointly endorse the LEP assessment plan.
   i. Mike Shea motioned, MaryBeth Fede seconded; Passed unanimously
f. Next time PRAC will meet specifically about the rubrics and LEPC will go on to meet with Terry Bennett and discuss editing the Document

Adjournment: 10:49 a.m.
PRAC, Affinity Groups, and LEP Co-Director develop or identify appropriate rubrics with support of Office of Assessment.

Instructors give students appropriate assignments and provide students with approved rubrics.

Students upload deidentified assignments/artifacts to location created by Office of Assessment.

Each semester Office of Assessment provides PRAC and Provost's Office with a report listing which LEP classes have uploaded artifacts.

On rotating basis (see schedule) assignments are assessed by faculty members who are monetarily compensated. This effort is coordinated by LEP Co-Director with Provost's Office financial support.

Data are collected and compiled by Office of Assessment and provided to the LEP Co-Director.

LEP Co-Director analyzes the data and reports on the data according to the rotating schedule.

PRAC reviews the reports and makes recommendations to the LEP Co-Director and Provost's Office.

LEP Co-Director, LEPC, and Affinity Groups 'close the loop,' recommending revisions based on the PRAC reports.
### Rubric Planning and Assessment Process v.6

**1.0** Develop and/or Identify appropriate rubrics

**2.0** Provide Students with appropriate assignments and approved rubrics

**3.0** Upload de-identified assignments/artifacts to location created by Office of Assessment & Planning

**4.0** Each semester, provide PRAC and Provost’s Office with a report listing the LEP classes that have uploaded artifacts

**5.0** Assess assignments on a rotating basis, per the schedule published by PRAC.

**6.0** Collect data and compile summary to LEP Co-Director

**6.0** Reviews Report and Makes Recommendations to LEP Co-Director and Provost’s Office

**7.0** Analyzes the assessment data and submits a report according to the rotating schedule

**8.0** Reviews Report and Makes Recommendations to LEP Co-Director and Provost’s Office

**9.0** “Close the loop” Recommending revisions based on the PRAC reports

**10.0** Repeat Assessment Process