# Meeting Minutes

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| ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING | November 21, 20192:00pm: EC201 (Conference Room) |

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| Meeting called by | Kaylyn Hansen  |
| Present: | Dr. James BellDr. Mindi ClarkDr. Kay DeckerDr. Christee JenlinkShannon LeaperEthan Sacket |

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| TOPIC 1 | COURSE EVALUATIONS* Kaylyn reviewed the new course evaluation process and asked for feedback.
* Dr. Decker discussed that branch campuses did not know their new student ID numbers from self-service. Kaylyn mentioned that switching the student ID numbers seemed to be a hindrance for many students across the campuses.
* Dr. Bell asked if we have a feature in Ellucian that would allow us to e-mail instructors their students ID numbers. Kaylyn will look into this.
* Dr. Decker said that an audio link on the Universities website on the homepage would be helpful. The faculty member or proctor could click on the link and then directions would be given.
* Dr. Decker mentioned that students are not reading the e-mails sent to them.
* Dr. Decker asked (on behalf of other faculty members) why students cannot just take the evaluations all at one time. Dr. Bell mentioned that we are afraid there would be testing bias. For example, if a student took an example for a professor they were upset with, it could then affect the rest of the evaluations.
* Kaylyn asked Ethan Sacket (NWOSU student) his thoughts on the process. Ethan said he did not have any issues to address.
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| TOPIC 2 | ETS* Kaylyn reviewed the ETS Proficiency profile results and let the committee know that this exam would take place again in the spring on April 1st and 2nd.
* Kaylyn discussed the changes that were implemented last spring to increase participation included making calls to all juniors to set up an appointment and increased giveaway prizes. Kaylyn mentioned that she was going to try to have a pizza night so students can get dinner and take it at night if they can’t fit it into their day schedules.
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| TOPIC 3 | NSSE (National Survey of Student Engagement)* Kaylyn explained the NSSE survey and let the committee know that the survey was going to be administered in the spring semester. Kaylyn mentioned that she was going to try to have a pizza night so students can get dinner and take it at night if they can’t fit it into their day schedules.
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| TOPIC 4 | NOEL-LEVITZ DATA SLICINGKaylyn mentioned that NWOSU performed data slicing per department and that all department chairs received their survey data. Kaylyn also discussed that she provided the chairs with a worksheet to develop a plan of action to address strengths and weaknesses. The chairs will turn this information in during the spring 2020 semester. Kaylyn mentioned that the information gained with help with retaining students as well as information for HLC accreditation.  |  |