HELENA COLLEGE
UNIVERSITY OF MONTANA

ASSESSMENT COMMITTEE
MEETING ON MARCH 6, 2025 AT 1:00 P.M., TEAMS
MINUTES

Helena College Mission: Helena College Supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Assessment Committee Mission:

Attendees

- ☒ **Jessie Pate (Chair)**, Director of Institutional Research & Effectiveness
- ☒ **Amy Kong**, Director of eLearning & Faculty Development
- ☒ **Dave Jones**, Automotive Instructor
- ☒ **Deb Rapaport**, Director of Nursing

- ☒ **Sophia Romanic**, eLearning Specialist & Developer
- ☒ **Laura Senn**, Nursing Instructor
- ☒ **Joyce Walborn**, Mathematics Instructor
- ☒ **Bryon Steinwand** (guest), IT & Programming Instructor, Assessment Database developer

Priorities for AY2425

1. Establish a shared understanding of the purpose of learning outcomes assessment
2. Identify the most appropriate location for all learning outcomes to be published
3. Develop a sustainable and comprehensive process for assessing student learning at the program and institutional level. Ideally, this will include a plan for reviewing the learning outcomes at all levels on a regular schedule.

Agenda

1. February 27 minutes – notes from eLumen Demo
2. Discuss eLumen Insights for Canvas Outcomes
   a. Cost:

Implementation (Year One only)	Year One	Year Two	Year Three
10,000	10,000	10,500	11,025

   b. Jerry planning to visit Montana in March, and again in April for Xli conference
   c. Discussion
      i. Rubrics
         1. Concern about how much work it will be to develop rubrics for each outcome. Currently uses rubrics for larger projects but not smaller labs.
         2. Canvas admin can create a template rubric (simple yes or no, for example)
         3. Can instructors add their own rubrics? Option to import rubric from excel spreadsheet
         4. There is a difference between assignment rubrics and rubrics for outcome master

ii. Reportability
   1. Some of the information entered by faculty is available only to faculty unless they export it in limited ways
   2. Do we need to gather information about changes from assessment at the individual level? Or can we ask faculty/directors to review that data and summarize the takeaways?
   3. Does our current model of allowing instructors to view courses they supervise make a difference?
   4. Existing Canvas setup does allow administrators to see all mapping and assessment results
iii. Convenience of doing it all in Canvas
   1. Like the ability to grade and pull up outcome rubric at the same time
iv. Concern about how long it will take for faculty to connect assessments to course outcomes. Will it be more, less, or the same amount of time as it currently takes in our Assessment Database?
v. Questions for Jerry
   1. Could we access a Sandbox to see it in action?
   2. Could we get contact information for other schools using eLumen?
   3. If Division Directors or Supervisors have access to courses in Canvas, does that also grant them access to the corresponding eLumen data for those courses?
   4. What methods are currently available in eLumen for generating aggregated data? For example, how can we obtain aggregated data for different sections of the same course taught by multiple instructors or aggregated data for all courses within the same division?
   5. Does eLumen provide efficient tools for Campus Leadership—such as Program Coordinators, Division Directors, Institutional Researchers, or the Dean—to access and analyze data on course outcomes, program outcomes, or institutional competencies through tools like dashboards or analytics hubs?

vi. Reach out to other MUS schools about their thoughts on eLumen

Pros	Cons
Assessment done all in one place	Time to connect assessments to learning outcomes
Option to create rubric templates	Only faculty can see planned changes
Option to import rubrics from Excel file	
Ability to align course outcomes to external standards	
Faculty that already have assessments in Canvas will only have to connect to outcomes	Some faculty will have to add assessments into Canvas first (ex, using Pearson products, not using)

3. Re-evaluate plan for spring, summer, and next AY
   a. New recommendations for CLO assessment while PLO under development
   b. ILO Update

4. Next meeting: March 20
   a. April 10: Watch webinar: "Building a Foundation: Developing an Effective General Education Assessment Plan"
   b. April 24: Last meeting of semester