

Meeting Minutes: Assessment Council
January 16, 2015 – 1:00 p.m. – HMSU 307

Attendees:

Name	Representing
Allen, Troy	College of Graduate and Professional Studies
Arvin, Shelley	Library
Baker, Bill	College of Technology
Ball, Carrie	Faculty-At-Large
Bunnett, Brian	Faculty-At-Large
Cain, Ruth	Assessment and Accreditation Coordinator
Chao, Chia-An	Scott College of Business
Hare, Molly	College of Nursing, Health, and Human Services
Lentz, John	Student Affairs
Myers, Nathan	College of Arts and Sciences
Powers, Susan	Academic Affairs

I. Approval of the minutes and General Updates

Minutes from the November 21, 2014, meeting were sent to members prior to the meeting today. John Lentz motioned to approve; Nathan Myers seconded the motion. Minutes were approved with two abstentions. Brian Bunnett was introduced as Katie Butwin's replacement as a Faculty-At-Large representative due to her position change on campus.

Dr. Powers announced that a search committee has been formed to find Ruth's replacement. The job posting will close on February 5 and a review will begin. If members would like a copy of the job ad to send around to people, please let Susan know. There is a reception planned for Ruth next Wednesday, Jan. 21, from 3-4:30pm. Susan will be asking for assistance from the Council during the transition phase. The Council leadership will be important during this time and the search committee will make sure the Council has an opportunity to meet with candidates. Denise Collins is the chair for the search committee.

II. Assess for Success planning update

- Workshop Committee – Shelley reported the committee received seven submissions and six were accepted. As previously noted, two submissions (Assess Essentials and Community Engagement) had already been agreed upon by the Leadership Team. An email was sent to notify them if accepted or rejected.
- Publicity – Chia-An reported that 1000 mailers are being printed and will be sent out to regular faculty, adjuncts and EAP staff. About 60 posters are also being printed and will be posted around campus. Beth Whitaker will promote #STATEA4S. A global announcement will be sent the third and fourth week of February.
- Posters – no updates
- Evaluations – Molly sent it back out to the committee and they will finalize quickly. An on-line version will be sent to Amanda Merkley, Ruth's GA, to be posted on the Assessment website.
- Ruth asked for volunteers from the Council to be session chairs for the workshops. This will involve introducing the speaker(s), being a timekeeper, reminding participants to complete an evaluation and remind them of the keynote session and workshop. It was suggested that members remind their colleagues about the conference and stress that they don't have to attend the full day.

III. Data review for the Oral Communication

Ruth reported this is the second year of our pilot assessment of the Foundational Studies Program. The focus for this year was assessment of oral communication. Oral communication data was collected from Communications 101 and some upper division courses to compare where the students are in their first year and then again near graduation. There were fewer data sources to collect from than the written assessment, but there is still some good solid information. The Council is charged this spring, as they were last year with the writing assessment, to share this information with faculty, leadership teams in the colleges, the Foundational Studies Council and the Executive Board of the SGA. Members will gather feedback that will go into the action plan to improve student achievement in oral communication. The next round of assessment will be critical thinking followed by quantitative literacy. Molly mentioned it is helpful that the programs are continuing to use or modify the AACU rubric. There are also some other initiatives (Multi-State Collaborative and IN Higher Education Commission) that are using the AACU rubrics.

IV. Conceptual Framework

Nathan reported the Assessment Leadership Team has continued to discuss the mission statement. One issue that is being addressed is the addition of the term ‘co-curricular services’. A new mission statement was voted on and approved at the last Council meeting. It is being suggested to change ‘with the goal of improving student learning and support services’ to **‘with the goal of improving student learning, co-curricular and support services’**. Susan stated the handbook language is ‘improving learning and student support services’. If a change is made there will also need to be a revision to the handbook language. It was decided that the Leadership Team will take this back for discussion and present or send out suggestions to the Council. Ruth stated that one of the intents is to get away from the use of non-academic language. Our focus is on students and academics and not intended to be so broad as to cover areas such as Business Affairs and Facilities. The composition of the Council was also discussed, particularly to include representation from University College. Dean Maule recommended that a member from the Foundational Studies sub-committee should be included. It has also been discussed to possibly remove representation from Business Affairs and Enrollment Management from the Council. The idea is to get a tighter focus on particular aspects of the University. They also discussed the need to establish a chair for the Council, along with a vice-chair and a secretary to take minutes and handle some of the administrative aspects. The Graduate Student Association and Student Government Association should select their representatives for the Council. The Leadership Team will finish a formal revision of the framework and distribute the revision to the Council by email and then discuss it in April’s meeting. Nathan asked the members to review the framework and determine what needs to be communicated to the University as a whole and what items would be considered governance. The governance portions should be removed and written into by-laws. Nathan asked members to email recommendations to him.

V. Identification of a Chairperson for the University Assessment Council for this semester

Molly opened the floor for nominations for a chairperson that will serve the remainder of this semester to conduct the Council meetings, plus attend the Leadership Team meetings. Molly declined nomination. Ruth nominated Troy Allen and he was accepted unanimously.

VI. Adjournment

Meeting was adjourned at 1:50pm.