

Meeting Minutes: Assessment Council
February 20, 2015 – 1:00 p.m. – HMSU 307

Attendees:

Name	Representing
Allen, Troy, Chair	College of Graduate and Professional Studies
Arvin, Shelley	Library
Ball, Carrie	Faculty-At-Large
Ballard, Dennis	Assoc. Dean College of Arts and Sciences
Bunnett, Brian	Faculty-At-Large
Collins, Denise	Bayh College of Education
Downs, Wil	Business Affairs
Green, Toni	Student Success
Hare, Molly	College of Nursing, Health, and Human Services
Lentz, John	Student Affairs
Myers, Nathan	College of Arts and Sciences

I. Approval of the minutes and General Updates

Minutes from the January 16, 2015 meeting were distributed for members to review. Nathan Myers motioned to approve, Molly Hare seconded the motion. Minutes were approved with two abstentions.

II. Assess for Success planning update

Troy Allen reminded everyone to register for the conference. The workshop session chair slots have all been filled and John Lentz asked that a reminder of the schedule be sent to the chairs.

- Workshop Committee – Shelley Arvin has been contacted by two poster presenters and she sent the information on to Denise.
- Publicity – Chia-An Chao reported via email that a conference reminder was posted in ISU Today last Tuesday (Feb. 17) and another will post on Monday, Feb. 23.
- Posters – no updates
- Evaluations – Molly reported that evaluation sheets will be in the conference packets and also available in each session. The morning session evaluations will be printed back to back on one sheet and the same will be done for the afternoon sessions. A Qualtrics link will also be sent out after the conference to all attendees.

III. Conceptual Framework

Troy passed out copies of the latest revision of the handbook changes. A discussion that began in the last Council meeting was revisited regarding inserting the term co-curricular in the statement ‘with student learning and support services’. It was decided the proposed revision would supersede the discussion and Denise Collins continued with reviewing the proposed changes. Recommended changes are:

- Reducing the number of Council members from twenty to seventeen. This will be done by removing the Business Affairs (one), Enrollment Management (one) and Director of Institutional Research representatives and adding representatives from University College (one) and Academic Affairs (one). Moving the Associate Vice President of Academic

Affairs and the Assessment and Accreditation Coordinator to ex-officio status and naming them in a separate section.

- The representative from Graduate and Professional Studies will be moved up towards the rest of the faculty in the member list.
- The Core Leadership Team will reduce from eight to seven members, with the Associate Vice President of Academic Affairs and the Assessment and Accreditation Coordinator moving to ex-officio status and adding the elected chairperson of the Assessment Council.
- The addition of a section defining the ex-officio members.
- The addition of a section defining the elected officers of the Council and their terms.

Denise explained that when the Council was created, there were several units that reported through Student Affairs that now report through Academic Affairs and those units are no longer represented without this change. Those units, particularly, Residential Life and Career Center are important areas for student learning outcomes and assessment and would not otherwise be represented through division lines. Shelley Arvin asked about the non-student learning units in regard to where would they turn to for assessment help, since they are still charged to assess institutional effectiveness by HLC/NCA. It was discussed that their support would probably come from a Vice President area. The VP for Academic Affairs would oversee the accreditation, as well as the VP for Business Affairs. Molly also mentioned the new Coordinator would also assist them. All of these changes will have to be approved through the Board of Trustees since it is handbook language. Troy asked for a motion. Carrie Ball motioned to accept the changes as proposed, Denise seconded. Motion approved unanimously. The next level of review will be through the University General Counsel. Molly noted there is a lot of information in the Conceptual Framework that as well as handbook language, includes how the Council operates. The remaining parts need to be reviewed and placed into an operating code or by-laws for the Council. Nathan has agreed to spearhead this process and said that volunteers would be welcomed to assist.

V. Search Committee Update

Denise reported she is the chair for the search committee for Ruth Cain's replacement. Due to changes in the Applicant Tracking System, the position had to be re-posted and applicants were asked to apply to the new system. There have been three candidates apply. An announcement was placed in the Chronicle of Higher Education as of Monday, Feb. 16 and they are confident there will be more candidates from that. Their first organizational meeting will be March 10.

VI. Adjournment

Meeting was adjourned at 1:30pm.