

## Minutes

### University Assessment Council

September 14<sup>th</sup>, 1pm, 210 Parsons

Present: Troy Allen, Shelley Arvin, Carrie Ball, William Baker, Dennis Ballard, Sandeep Bhowmick, Brian Bunnnett, Eric Hampton, John Lentz, Nathan Myers, Alex Pitner, Elaina Tuttle

Ex Officio: Mary Herrington-Perry and Susan Powers

#### **I. Welcome and Charge from Provost Licari**

Provost Mike Licari expressed his appreciation for the Council, noting that assessment can't be run from one person's office--it is a campus effort. It is crucial that we do a good job of assessing student learning. This includes being able to identify what students know, can do, and value, as well as being able to articulate these outcomes to colleagues, students and families, community partners, and the legislature. Good assessment work informs course and program design and revision as well as teaching and learning. We do this work for a variety of reasons—to increase enrollment, to secure accreditation, to improve funding—but these are secondary to what is truly important: improving student learning.

#### **II. Approval of the February Minutes**

Ball moved to approve the February 2015 minutes; Pitner seconded the motion. Members approved the minutes with one abstention. (NB: There was no March meeting and no quorum at the April meeting.)

#### **III. Introductions**

Members of the 2015-16 Assessment Council introduced themselves. The current roster is attached to these minutes; student representatives still are being sought.

#### **IV. Assessment Guidelines/Timelines**

Herrington-Perry emailed these documents to members and requested that they share them with others in their unit/department. The documents also will be posted on the assessment website. (NB: guidelines for Non-Academic Unit Assessment Plans and Reports were emailed to members following the meeting.)

#### **V. Conceptual Framework**

Myers summarized the work to date, which included creating separate documents, one that functions as the Council's bylaws and one designed to explain and guide the work of the Council. The plan had been to seek approval for the revisions at the end

of spring, but there was no quorum. Since then, new members on the Assessment Leadership Team have suggested that outlining the roles and responsibilities of those who participate in assessment to improve student learning would provide additional clarity to members of the ISU community.

This discussion will continue, with the goal being to finalize the revised “Conceptual Framework” by the end of the next Council meeting. Changes that affect the *Handbook* will be forwarded to the Provost for approval by the President and the Board.

## **VI. Fall 2015 Meeting Dates**

The council will meet during the second week of each month (excluding holiday periods). Herrington-Perry will send out a calendar invitation to all members for the second Friday of each month at 9am.

## **VII. Other Business**

Lentz inquired about the Higher Learning Commission’s standards for assessment and its expectations, including those for non-academic unit. Arvin summarized the requirements (available at <https://www.hlcommission.org/Criteria-Eligibility-and-Candidacy/criteria-and-core-components.html>-- see Criterion 3 and 4). Herrington-Perry noted that there were assessment plan guidelines for non-academic units, and that she would share them with the group. She also noted that developing a timeline of assessment related tasks that needed to be completed prior to the next HLC visit could help guide the Council’s work, and that she would draft one.

Herrington-Perry discussed her key goals: Improving communication about and engagement in meaningful assessment to improve student learning, and ensuring that Council members are achieving the mission of the Assessment Council:

*. . . to guide and support ongoing assessment activities that promote and support continuous improvement of programs across the university, with the goal of improving student learning and support services. The Council is charged with identifying assessment issues, developing policy recommendations, facilitating and monitoring assessment activities, and promoting the adoption of best practices in assessment.*

## **VIII. Next Meeting**

Friday, October 16, 9am.

## **IX. Adjournment**