

Meeting Minutes: Assessment Council
January 28, 2010 – 1:00 p.m. – HMSU 421

A. Attendees:

Name	Representing
Allen, Troy	College of Technology
Arvin, Shelley	Library
Cain, Ruth	Assessment Coordinator
Collins, Denise	College of Education
DePaolo, Concetta	Faculty At-large
Frederick, Mark	Student Affairs
Griddine, Ke'Shana	Graduate Council
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
McLaren, Bruce	Associate Dean
O'Laughlin, Elizabeth	College of Arts and Sciences
Rogers, Kris	Enrollment Services
Wilhelm, William	College of Business

B. Review and Approval of Minutes

The minutes from the December 1, 2009 meeting were made available for review. Denise Collins made a motion to approve the minutes. Troy Allen seconded the motion. The motion was approved with one abstention.

C. Non-academic and Academic Assessment Model

A copy of the Development of an Assessment Model for Non-academic Units plan was provided for the committee members. Mark Frederick thanked Shelley Arvin, Ruth Cain, Denise Collins and Kris Rogers for their participation on the Task Force.

A two-track system is being proposed. Some areas are involved with student learning outcomes and some areas are involved with operations. This plan will enable the Assessment group to do an inventory as was done with the academic units. After discussion, the group decided that the last sentence in the description on the first page should be changed to read, "The second step will be to assist non-academic units in moving toward the appropriate next step in their assessment plan." Denise Collins made a motion to adopt the plan with the revisions as noted. Liz O'Laughlin seconded the motion. The motion passed unanimously.

A question was raised regarding how the inventory of the units would be done. After discussion, it was decided that Ruth Cain and Mark Frederick would meet in the next couple of weeks with the vice presidents to develop a list of programs. The Task Force will then meet to develop the protocol and the Leadership Group will review.

D. Report on Conference Attendance

Shelley Arvin presented an overview of the ACRL Assessment conference she attended earlier. Classroom techniques, learning theory, leadership and assessment were taught from the library's view of information literacy. The Library wants students to acquire information literacy skills by the time they graduate but their exposure to it cannot be controlled. Most of their exposure comes through English classes. A plan will need to be developed to find out what students are being taught in class. The possibility of going through Foundational Studies at freshman level classes is being considered.

Harriet Hudson noted that the Gen Ed Council will be developing the assessment plan for Foundational Studies this spring. It was noted that this and other programs may want to work with the Library to collect data that could be used jointly.

The Library is forming an assessment committee. A structure and charge has been drafted and membership will be discussed. Shelley is the chair and she will be teaching the group about assessment and how to facilitate assessment in the library. The first step will be to do an audit and then develop an assessment plan by fall of 2010. The Reference Department has been working to develop a more cohesive plan for an instruction program.

E. Assessment Process Goal Setting

The Assessment plan timeline was established as follows:

- Level II – Assessments Established – the assessment plan, including assessment methods and timelines, should be completed and entered into TaskStream by August 2010.
- Data collection for at least one goal/objective/outcome should be completed by December 2010.
- Data analysis should be completed by Spring 2011.

Ruth Cain will write an article for Sycamore.net and for the Assessment website regarding the plans.

Five grant requests have been received and will be discussed at the Leadership meeting.

F. Update on TaskStream

Kelly Wilkinson has contacted TaskStream and workshops will be available in the spring semester.

Ruth Cain developed a form in TaskStream for the Graduate Council's Assurance of Learning Outcomes. It is attached to the College of Arts and Science program. Testing will be conducted.

G. *Spring Assessment Activities*

Due to time constraints, the spring assessment activities will be discussed at the next meeting.

A suggestion was made to publish best practice case studies on the website. It was also noted that there is an area in TaskStream for shared information.

H. *Adjournment*

Meeting was adjourned at 2:10 p.m.