

**Meeting Minutes: Assessment Council**  
**October 13, 2009 – 8:00 a.m. – HMSU 9<sup>th</sup> Floor**

**A. Attendees:**

<b>Name</b>	<b>Representing</b>
Allen, Troy	College of Technology
Arvin, Shelley	Library
Collins, Denise	College of Education
Gatrell, Jay	College of Graduate and Professional Studies
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
McClintock, Patty	Institutional Research and Assessment
McLaren, Bruce	Associate Dean
O’Laughlin, Elizabeth	College of Arts and Sciences
Payne, Ron	Student Affairs
Wilhelm, William	College of Business

**B. Review and Approval of Minutes**

The minutes from the October 13, 2009 meeting were made available for review. Jay Gatrell made a motion to approve the minutes. Harriet Hudson seconded the motion. The motion was approved unanimously.

**C. General Update of Activities**

**1. Assessment Workshops With Gloria Rogers - Feedback**

The following comments and suggestions were made regarding the workshop.

- The workshop was a good work session and was very intuitive.
- Workshops could be made available each semester by CIRT.
- New employees could learn from current employees that are already doing assessment.
- A good portion of those attending the workshop were non-academic.
- A workshop should be provided for non-academic departments.
- A session could be held where groups could consult and ask questions about their assessment plans.
- The Assessment Council should help departments on their assessment tracts.

**2. Welcome Ruth Cain**

Denise Collins welcomed Ruth Cain as the new Assessment and Accreditation Coordinator.

**D. Review Changes and Approval of Conceptual Framework**

It was noted that the changes to include the administrative function were made. No other comments were made. Liz O’Laughlin made a motion to approve the document. Patty McClintock seconded. The motion was approved unanimously.

A question was raised regarding the composition of the Assessment Council. A comment was made at the last President’s Council meeting regarding the importance of nonacademic assessment. It was noted that Facilities Management does not have a representative. It was explained that in the initial discussion regarding the composition of the Council, it was felt that the group should not be too large. It was suggested that the administrative member of the Council be brought together to discuss. The possibility of adding a representative from Facilities could be considered. The topic will be added to next month’s agenda.

The following suggestions were made.

- Workshops similar to the workshop held with Gloria Rogers could be held on institutional effectiveness.
- Experts in Indianapolis that could be brought in to address assessment for student affairs and institutional effectiveness.
- A Support Staff Council representative be could be added. The Support Staff includes Facilities Management as well as support staff personnel and EAP.

**E. Review, Changes and Approval of Funding Proposal Form**

A copy of the Funding Proposal Form was provided for the Council members. Discussion ensued and several suggestions were made. The following statements will be added.

- Grants are awarded on a rolling basis
- Date of submission
- Progress report due in six months of award notification
- Briefly describe your proposed use of the funds including a timeline

Harriet Hudson moved to approve the Funding Proposal Form with the revisions. Patty McClintock seconded the motion. Motion was approved unanimously.

**F. Adjournment**

Meeting was adjourned at 8:50 a.m.