

# **Meeting Minutes: Assessment Council**

**October 24, 2014 – 1:00 p.m. – HMSU 307**

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## **Attendees:**

<b>Name</b>	<b>Representing</b>
Allen, Troy	College of Graduate and Professional Studies
Anderson, Carrie	Enrollment Services
Arvin, Shelley	Library
Baker, Bill	College of Technology
Cain, Ruth	Assessment and Accreditation Coordinator
Chao, Chia-An	Scott College of Business
Collins, Denise	Bayh College of Education
Green, Toni	Student Success
Hare, Molly	College of Nursing, Health, and Human Services
Lentz, John	Student Affairs
Myers, Nathan	College of Arts and Sciences
Peterson, Yasenka	Associate Dean, College of Nursing, Health, and Human Services

## **I. Approval of minutes**

Minutes from the September 26, 2014, meeting were sent to members prior to the meeting today. No additions or corrections were noted. Yasenka Peterson motioned to approve, Shelley Arvin seconded the motion. Minutes were approved with two abstentions.

## **II. Assess for Success Conference Planning**

### **• Subcommittee Reports**

- Workshops – Nathan reported that only he and Shelley had met due to schedule conflicts. They discussed how to send out the call for workshops – put out campus wide call or targeted recruiting. John suggested that it be an active request, promoted from Department Chair levels. Yasenka suggested that it be taken to leadership teams and College representatives take responsibility. The RFP's could be placed in the Academic Affairs newsletter, along with asking Student Success to reach out at Director levels. John mentioned that he has already started the discussion within Student Affairs. Nathan mentioned inviting University College to participate. Shelley commented that it might be easier to recruit if workshops are in a panel discussion format. It was proposed that the Workshop Committee could coordinate with the Poster Committee to send out the RFP's. Ruth reported that Eric Hampton has agreed to conduct Assess 101 workshop and Nathan Schaumleffel has agreed to conduct a workshop.
- Posters – Denise reported that the group has not met yet. The goal is 10-12 posters. They will coordinate with the workshop group to place out the RFP. Ruth suggested identifying topics of interest.
- Publicity – Chi-An will send out notices beginning in January. Yasenka suggested an early ‘save the date’ one liner be sent out to the campus.
- Evaluations – Molly sent a sample to see if it needs revamped.

- **Event Scheduling**

Ruth began discussion on how to ‘shape’ the day. This year’s keynote speaker is Brian Huot and writing is the keynote topic. Last year we had lunch, the keynote address and afternoon workshop in the same space, which seemed to work well. Chi-An suggested that the day’s schedule would depend upon the number of proposals of posters/workshops that are submitted/presented. It was suggested that the sessions only last 50 minutes, like class schedules, to make it easier for faculty to attend. There was also discussion of the possibility of having two panels for non-academic programs. Chi-An suggested getting the Instructional Designers involved, maybe tweets about the conference. It was also suggested that maybe copies of Brian Huot’s book could be offered as door prizes. The Leadership Team will meet on Monday and try to complete some time lines.

### ***III. Review of the Conceptual Framework***

What is our mission? Who are our constituents? Who should we be involving or incorporating? The Assessment Council is described in the most recent edition of the University Handbook (handouts were given). Ruth mentioned that the whole Handbook is undergoing revisions, so part of the process is to get things consistent across committees and we will need to make some revisions. The document needs to be altered to put more emphasis on Student Affairs and student success. Ruth mentioned that the Student Success plans do not mention assessment. There was no mention of curriculum or how academic experiences help to attract and retain students in programs. We would like to be more fully incorporated into campus life. We need to look into how to, or how we can work more closely with Student Affairs, Student Success and other parts of the campus. Should our focus now be more on co-curricular programs along with academics rather than try to address every unit on campus? One goal is to give us our strategic direction for the next five years or so. The question was raised as to what action do we need to take now? Ruth suggested that perhaps we need to develop a smaller group to look at changes. One option would be to have a drafting sub-committee. Denise recommended two things – 1. The mission statement should involve a big group discussion. 2. Some of the other pieces can then follow with smaller groups (e.g., membership of the Council). The first thing to start with is the mission statement and talk about objectives and strategies. Everyone should review the statement and bring ideas and thoughts to the next meeting.

### ***IV. Assessment Plan Coaching***

There was no discussion.

### ***V. Adjournment***

Meeting was adjourned at 2:00 p.m.