

Meeting Minutes: Assessment Council
October 8, 2010 – 10:00 a.m. – HMSU 307

Attendees:

Name	Representing
Arvin, Shelley	Library
Cain, Ruth	Assessment and Accreditation Coordinator
Collins, Denise	Bayh College of Education
Crowder, Cindy	College of Technology
Davis, Nolan	Student Affairs
DePaolo, Concetta	Scott College of Business
Derrick, Thomas	Faculty At-Large
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kendall, Rex	Student Affairs
Kinley, Ed	Associate Vice President for Academic Affairs & CIO
Miller, Marsha	Faculty At-Large
O’Laughlin, Elizabeth	College of Arts and Sciences
Yousif, Bassam	College of Graduate and Professional Studies

II. Review and Approval of Minutes

The minutes from the September 10, 2010, meeting were made available for review. Tom Derrick made a motion to approve the minutes. Molly Hare seconded the motion. The motion was approved with one abstention.

III. Action Plan

A copy of the draft action plan was provided for the committee members. The Leadership Team evaluated the information from the discussion of priorities at the last meeting and created an action plan. Molly Hare reviewed the plan.

Develop A-Teams for Departments

The following ideas were shared regarding the development of the A-Team.

- Champions of Assessment need to be targeted for the teams.
- Leadership training should be provided.
- Best practices and successes could be shared.

A question was raised whether the non-academic areas should also have A-Teams established. It was noted that if the non-academic areas could get in on the groundwork, it would help the campus to buy into the concept. Whether or not the non-academic personnel could receive stipends would need to be investigated.

A Meet-and-Greet session will be held for all A-Team members on December 10 to discuss what they want to accomplish. Ed Kinley suggested that a few members of the Assessment Council appear before PAC to discuss the development of the A-Teams. A request will be sent to the Provost. It was noted that it may be beneficial if the letter inviting the potential members to participate would come from the Provost.

Gloria Rogers will be coming to campus to do the A-Team training on January 28.

Create a Media Campaign

The following items for the media campaign were discussed.

- A commercial for an Assessment hotline could be part of the campaign.
- The ads will be used to announce programs that are coming up, etc.
- Sycamore.net and the Assessment web page will also be used to highlight programs and accomplishments.

Additional ideas should be forwarded to Ruth Cain.

Highlight Assessment Resources

It was noted that the program mini grants are still available.

Target Student Awareness of Assessment

This action item needs to be more fully developed. Each department should have student outcomes posted on the web page.

A request was made to add one additional item to the action plan. During a meeting with the Chair of the Faculty Senate, it was suggested that a few members of the Assessment Council appear before the FAC and CAAC committees. The Conceptual Framework and Action Plan could be shared with the groups. It was also suggested that they appear before the Student Affairs Committee and the Staff Council. Appearing before the SGA could increase student awareness. The consensus was to add connections with committees/councils as the sixth item on the action plan.

The committee members discussed a timeline and decided on the following:

- Appearing before the councils should take place in the fall.
- The media campaign should be launched in the spring.
- The A-Teams should be developed in the fall.
- Work would begin on the assessment resources in the fall and the resources could be included as a part of the media campaign.

It was noted that the “shared language” and “TaskStream being confusing” priorities were omitted from the plan.

It was explained that individuals have preferred just-in-time training on TaskStream. Ruth Cain and her grad assistant assist when needed.

An email requesting availability for next semester will be sent to the committee members.

III. *Assessment Day Proposal*

A copy of the Assessment Day Proposal was provided for the committee members. Liz O’Laughlin reviewed. Dede I has been reserved for March 18. If Assessment Day goes well, it may be held on a yearly basis and other universities may be invited.

Douglas Eder has been contacted as the potential keynote speaker. He has presented at the IUPUI conference for several years. The topic of his speech will address practical assessment that works during shortages of time, energy and money. Two academic breakout sessions and one non-academic breakout session will be held. One of the academic sessions will be for those just starting out and the other will be for those that are further along in their assessment.

It was suggested that the afternoon time could be used for the following.

- The departments that received the mini grants could share their achievements.
- A panel discussion of some of those that attended the boot camp last spring could be conducted. The panel could share what has gone well and what has not gone well.
- The closing could be the award presentation.

A question was raised whether there would be registration. It was explained that there would not be a need for registration this time since it is an internal conference for the ISU campus. It was suggested that some incentive to attend be provided. A coupon for lunch or offering snacks during the sharing achievement portion could be provided. It was suggested that a jump drive with the ISU logo or Assessment campaign information be awarded to those who

have attended a certain number of the sessions.

Suggestions were made regarding how the speaker’s time could be used in the afternoon. The following was considered.

- Be part of a panel discussion in the afternoon
- Do the closing and share observations
- Be available during the poster presentation as a resource

IV. *Adjournment*

Meeting was adjourned at 11:00 a.m.