

Meeting Minutes: Assessment Council
November 12, 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 |
| Flowers, Steven | Student Government Association |
| Hare, Molly | Nursing, Health, & Human Services |
| Hudson, Harriet | Associate Dean |
| Kendall, Rex | Student Success |
| Kinley, Ed | Associate Vice President for Academic Affairs & CIO |
| McClintock, Patty | Institutional Research and Assessment |
| Miller, Marsha | Faculty At-Large |
| O’Laughlin, Elizabeth | College of Arts and Sciences |
| Rogers, Chip | Business Affairs |
| Rogers, Kris | Enrollment Services |
| Yousif, Bassam | College of Graduate and Professional Studies |

II. Review and Approval of Minutes

The minutes from the October 8, 2010, meeting were made available for review. Marsha Miller made a motion to approve the minutes. Elizabeth O’Laughlin seconded the motion. The motion was approved.

III. A-Teams

• **Update**

Gloria Rogers has accepted a new position and will no longer be able to conduct the workshop in January. A new presenter will need to be identified.

Due to the timing of the NCA visit and the scheduled meetings with the deans and vice presidents, it was decided that the December 10 date for the Meet-and-Greet should be changed to January 28. This will allow more time to identify the members of the A-Teams. After discussion the new timeline was set up as follows:

- ◆ December – Identify teams
- ◆ January – Meet-and-Greet
- ◆ February – Leadership training

Ruth Cain reminded the group that the training will be focused on leadership development, department chairs and assessment champions. It will help them find ways to facilitate assessment in their departments and programs.

- **Group Discussion on Details of Meet-and-Greet**

The format of the Meet-and-Greet will be discussed at the December meeting.

IV. Assessment Day

- **Updates**

Doug Eder has been contacted regarding being a keynote speaker. An honorarium of \$1,500 will be provided. He will come in the night before and attend a dinner with several members of the Assessment Council. The next day he will give the keynote speech and one of the breakout sessions, have lunch with the Assessment Council and then participate in the panel discussion that afternoon. A question was raised regarding Dr. Eder's background. It was explained that he is a Professor Emeritus at Southern Illinois University and was the full-time director of undergraduate assessment. He has presented at the Indiana Assessment Institute.

Shelley Arvin reviewed the proposed schedule.

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|-------------------------|---|
| 8:30 a.m. – 9:00 a.m. | Non-mandatory pre-registration |
| 9:00 a.m. – 10:00 a.m. | Keynote speaker |
| 10:15 a.m. – 12:00 p.m. | Breakout sessions |
| 12:00 p.m. – 1:00 p.m. | Lunch (possible coupon for those that pre-register) |
| 1:00 p.m. – 2:00 p.m. | Poster presentations |
| 2:00 p.m. – 3:30 p.m. | Panel discussion |
| 3:30 p.m. – 4:00 p.m. | Closing |

An amount of \$3,500 has been budgeted for the event.

It was noted that Ed Kinley was unable to attend the meeting today. He is attending a meeting regarding online SIRs. The pilot will begin on Monday.

- **Group Discussion on Event Details**

The committee members divided into groups and discussed ideas for Assessment Day. The following suggestions were shared from each group.

◆ **Group 1**

- The advanced breakout session could play on the idea of the three-year cycle and be entitled “Tri-cycle” or “Try-cycle of Assessment”.
- The poster sessions could involve students or students’ perspectives particularly related to Foundational Studies objectives.

◆ **Group 2**

- A station format could be used for the non-academic areas. There could be a topic and presenter at each station and individuals could move from station to station.
- Possible panel discussion topics:
 - What are common obstacles that you may run into with assessment and what are the solutions?
 - The reactions to the NCA comments on assessment and the ideas to address the issues.
 - How can assessment be publicized and information shared?
- The panel could consist of four to six members chosen from the following:
 - an individual having experience with assessment
 - an individual in the beginning stages of assessment
 - the keynote speaker
 - a student
 - Tom Steiger (has assessment experience at the university level)
 - a non-academic member
- Possible poster presentations:
 - Student perspective of SIRs
 - Using SIRs as part of assessment

◆ **Group 3**

- Academic and non-academic assessment breakout session topics:
 - What is the purpose of assessment?
 - Using technology for ongoing assessment to assist in data collection.
 - Planning the assessment schedule – requirements that are coming up.
- Topics for non-academic assessment breakout session:

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- How do you create a good mission statement?
 - What should you be looking for?
 - How should you gather information to develop a strong mission statement?
 - How do you write goals to align with the mission statement?
 - How do you turn the goals into outcome statements?
 - How do you turn the goals into objectives and that into measurable outcomes?
- A suggestion was made to have Judy Conner and Anita Baker from HMSU participate as breakout presenters, poster participants or panelists. They have been building assessment into everything that they do.
 - Awards:
 - Awards could be given for most improved, closing the loop, commitment to using assessment, or best assessment plan.
 - Awards could be presented at the department or college level for best assessment. It would help the units to identify the exemplars in their own areas as models. The award winners could be notified in advance and then be invited to present posters. Nominations or applications could be solicited. Whether or not they have all of their data in TaskStream could be part of the criteria.

The ideas and suggestions will be discussed at the leadership team meeting.

V. *Spring Meeting Times*

After discussion, it was decided that the spring semester meetings would be held on the second Thursday of each month at 2:00 p.m.

Ruth Cain reminded the group the meeting with the NCA will be held on November 15 at 10:00 a.m. in HMSU 307.

VI. *Adjournment*

Meeting was adjourned at 11:00 a.m.