Meeting Minutes: Assessment Council
December 1, 2009 – 8:00 a.m. – HMSU 9th Floor

A.   Attendees:

Name	Representing
Allen, Troy	College of Technology
Arvin, Shelley	Library
Cain, Ruth	Assessment Coordinator
Collins, Denise	College of Education
Frederick, Mark	Student Affairs
Gatrell, Jay	College of Graduate and Professional Studies
Griddine, Ke'Shana	Graduate Council
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kinley, Ed	Office of Information Technology (Academic Affairs)
McLaren, Bruce	Associate Dean
O'Laughlin, Elizabeth	College of Arts and Sciences
Rogers, Chip	Business Affairs
Rogers, Kris	Enrollment Services
Wilhelm, William	College of Business

B.   Review and Approval of Minutes

The minutes from the November 10, 2009 meeting were made available for review.
Denise Collins made a motion to approve the minutes. Molly Hare seconded the
motion. The motion was approved unanimously.

C.   Report on Department Interviews

Ruth Cain reviewed the results of the meetings that were held with the department chairs.
The following items were discussed:

- Where the departments are in relation to the NCA table
- The purpose and the goals of the Assessment Council
- TaskStream software
- Concerns about assessment
- Ways in which the Assessment Council can help with the process

A handout with the department chair comments was provided for the committee
members. Forty academic departments and seven Library departments have provided
information. The information was reviewed. It was noted that 19 of the departments feel
that they are at level five. They have discussed their assessment results and have
completed modifications to their curriculum. Shelley Arvin explained that some Library
departments collect data but the reasons they collect the data are not documented. They
also have questions about how to assess learning vs. how to assess programs. Dr. Gatrell

also noted that some of the departments made curriculum changes in response to program prioritization and not assessment.

A question was raised whether TaskStream would accommodate multiple majors within a department. It was explained that they are broken down into program level. The plan is to provide a resource for the initial entry of information into the system. It would then be less difficult to maintain.

A nonacademic model will need to be developed. Mark Frederick, Shelley Arvin and Kris Rogers will meet to discuss.

D. Develop Strategies/Plan to Communicate with Campus

A communication plan for the campus will need to be developed. The current assessment website is outdated and will need to be updated. Possibilities were discussed. It was suggested that Sycamore.net be used to communicate upcoming speakers and workshops and to share what other areas are doing in assessment. Global announcements or targeted emails to department chairs could be used. It was noted that departments need to think about assessment in a continuous cycle, not just for the NCA accreditation.

E. TaskStream Demo

Molly Hare presented a demonstration of TaskStream software. Once the standard requirements are entered, there are yearly cycles with the same four files that show what has occurred and what hasn't occurred. Ruth Cain will work to begin scheduling training sessions.

F. Develop Spring Agenda & Direction

Two times appear to be the best for the group. A note will be sent to the committee members for their preferred time.

G. Other

Mark Frederick provided a copy of the report, ISU Undergraduate Students: An Opportunity for Greatness, for the committee members.

H. Adjournment

Meeting was adjourned at 9:00 a.m.