

Meeting Minutes: Assessment Council
December 10, 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
DePaolo, Concetta	Scott College of Business
Flowers, Steven	Student Government Association
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kendall, Rex	Student Success
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 November 12, 2010, meeting were made available for review. It was noted that Rex Kendall should be listed under Student Success rather than Student Affairs. It was also noted that the following change should be made regarding the status of Dr. Eder. The sentence should read, “he was the full-time director of undergraduate assessment” instead of “he is the full-time director of undergraduate assessment.” Denise Collins made a motion to approve the minutes with the above changes. Marsha Miller seconded the motion. The motion was approved.

III. NCA Update

Ruth Cain thanked the committee members for their attendance at the session with the NCA Accreditation Team. During the exit interview, the NCA Team stated that in three years the University will need to provide a report showing evidence of assessment occurring in the Foundational Studies Program and all the graduate and undergraduate programs.

IV. Eric Holt, University Archives

Shelley Arvin introduced Eric Holt, the University Archivist, to the committee members. He explained that University Archives is charged with the collection, preservation and access of administrative and historical materials relevant to the University. He asked to meet with the Assessment Council to take a look at how the assessment records are being preserved and how they might be made accessible to future historians and researchers. Also, access to the administrative records should be made available for the next accreditation cycle. Eric recommended that the software used should be able to save the data in a proprietary format (PDF or text file). He also asked if there was an exit strategy in place to retrieve the data if TaskStream would suddenly cease their operations. OIT

and TaskStream will be contacted to confirm an exit strategy. It was noted that PDF files can be created in any area of TaskStream.

A question was raised regarding what level of information is needed in the archives. Eric explained that executive summaries that departments create would help summarize what they are doing toward assessment and provide a window for future researchers. Reporting in TaskStream is currently done at the program level and not on a university level. Beginning in May 2011, annual assessment reports will be submitted to the Provost and to the Board of Trustees. Ruth Cain will meet with Eric to provide a demonstration of TaskStream and discuss the annual reports.

V. *Details for January 28 A-Team Kick-Off*

The A-Team Kick-Off luncheon is scheduled for January 28 from 11:30 a.m. until 1:00 p.m. All Assessment Council members, deans and vice presidents are invited to attend. Invitations will be sent in early January and box lunches will be provided. Dr. McLaren has been invited to present on the value and importance of assessment. Table discussions will be held. The possible topics will be discussed at the first Assessment Leadership meeting in January. It was noted that Gloria Rogers has changed positions and will no longer be able to lead a workshop. An alternative will need to be found.

VI. *Details for Assessment Day*

Liz O’Laughlin updated the group regarding the proposed schedule.

Registration (8:30 a.m. – 9:00 a.m.)

Welcome and Keynote Speaker (9:00 a.m. – 10:00 a.m.)

- The Provost will be providing the welcome.
- Awards will be announced.
- Patty McClintock will introduce the speaker.
- The Keynote Speaker will be Doug Eder. (Topic has not been decided.)

Breakout Sessions (10:15 a.m. – 12:00 p.m.)

- Denise Collins will present on incorporating assessment into strategic planning – using the BCOE diversity plan as a case study.
- Academic session – will be given by the keynote speaker.
- Non-academic session – will be given by Ruth Cain, Kevin Runion and Chip Rogers. They will share what their non-academic programs have done for the five steps. If Chip Rogers is unable to participate, Judy Conner will be contacted.

Lunch (12:00 p.m. – 1:00 p.m.)

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- Gift card coupons for those that pre-register will be available in their packets.
 - Assessment Council members will have lunch with Doug Eder (location to be determined).

Poster presentations (1:00 p.m. – 2:00 p.m.)

- Those asked to present will be notified a couple of months prior to the event. Award recipients will be asked to present. Other programs will also be invited to present posters and a general call for poster proposals will be made.
- The poster presenters will be available at this time.

Panel discussion (2:00 p.m. – 3:30 p.m.)

The possible questions that are being considered for the panel discussions are as follows:

- What are common obstacles and solutions?
- What benefits have you seen from assessment?
- How do you publicize and share assessment?
- How do you engage external audiences?

Liz O’Laughlin will serve as facilitator of the panel.

Closing (3:30 p.m. – 4:00 p.m.)

Ed Kinley will be giving the closing remarks on the future of assessment and where things are headed at the state and national level.

Work to do

- Finalize titles and speakers for the breakout sessions
- Decide on award winners
- Create an invitation to be sent to the campus

Criteria for the awards will need to be developed. An award will be given to one program in each college and one for non-academic areas. It was proposed that the college representatives meet with their dean or associate dean to come up with two or three programs that meet the criteria. The non-academic area representatives could do the same. The award nominees could be discussed at the Assessment Leadership meeting and then brought to the Council for a decision.

VII. General Discussion

Ed Kinley was unable to attend the meeting but asked the group to continue to make sure that Assessment remains a part of the campus culture and to express that it is not going away because the NCA visit is over.

Members of the Assessment Council have met with various councils and campus organizations. Ways to involve campus groups and submit them with a charge should be considered. It was noted that CAAC is looking at software that would allow for electronic submission of curriculum proposals and would build into it something that speaks to assessment. If the information was not entered, it would not submit. This is a way to tie assessment to a naturally occurring administrative process.

A suggestion was made to ask the non-academic units to make Assessment part of their annual reports. It was explained that some units do not do annual reports and it would depend on the division.

VIII. Adjournment

Meeting was adjourned at 11:00 a.m.