

**Meeting Minutes: Assessment Council**  
**February 25, 2010 – 1:00 p.m. – HMSU 421**

**A. Attendees:**

<b>Name</b>	<b>Representing</b>
Allen, Troy	College of Technology
Arvin, Shelley	Library
Cain, Ruth	Assessment Coordinator
Collins, Denise	College of Education
DePaolo, Concetta	Faculty At-large
Frederick, Mark	Student Affairs
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kinley, Ed	Office of Information Technology (Academic Affairs)
McClintock, Patty	Institutional Research and Assessment
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 January 28, 2010 meeting were made available for review. William Wilhelm made a motion to approve the minutes. Shelley Arvin seconded the motion. The motion was approved.

It was noted that Troy Allen will also be representing the College of Graduate and Professional Studies for Jay Gatrell for the spring semester.

**C. Report on Assessment Grants**

Nine grants have been awarded and proposals are still being accepted. A question was raised regarding the possibility of approving grants for nonacademic units that have their primary focus in student learning outcomes. After discussion, it was decided that a couple of workshops could be held and the announcement regarding the grants would be made at that time.

**D. Taking Stock of Our Progress**

Representatives of the Nonacademic Task Force will be meeting with the VPs to identify what should be considered a unit. At that point, meetings will be scheduled with the unit directors. Volunteers will be needed for these meetings.

Ruth Cain and Mark Frederick met with Business Affairs. Assessment was added to their retreat agenda and Ruth and Mark were invited to attend. If anyone else from the Council is interested in attending, Ruth should be contacted. The approach to assessment and how it ties into the University's mission and strategic plan and the unit's goals will be discussed.

Twenty-five of the forty-four departments have some information in TaskStream. When the NCA visit takes place, the visiting team will go to TaskStream for information. The goal is to have grad assistants enter the base information and then have the departments do periodic updates.

Kelly Wilkinson has been working with TaskStream to schedule a couple of demonstrations. Emails regarding the demos will be sent to department chairs. A question was raised regarding demonstrations for the nonacademic units. It was explained that workshops for the nonacademic units would be held in the summer.

The Leadership Team met with the department chairs and program directors this fall to evaluate where they are with assessment. A copy of the document presenting the results of the information collected was provided.

At the last meeting the Assessment plan timeline was established as follows:

- Level II – Assessments Established – the assessment plan, including assessment methods and timelines, should be completed and entered into TaskStream by August 2010.
- Data collection for at least one goal/objective/outcome should be completed by December 2010.
- Data analysis should be completed by Spring 2011.

Ed Kinley and Ruth Cain will be meeting with PAC soon to share this information and get their feedback. Meetings will also be held with associate deans.

A mock visit is scheduled with Dr. Robert Reid on March 18. A copy of the meeting schedule was provided. His feedback will be shared at the next meeting. It was noted that the College of Arts and Sciences and the College of Technology were omitted from the meeting schedule. Dr. Susan Powers will be notified.

Ed Kinley, Ruth Cain and Patty McClintock will be attending the NCA Higher Learning Commission Annual Meeting in Chicago on April 11 -13. Assessment will be the focus of the meeting.

Ed Kinley and Denise Collins prepared a proposal for the ABET conference. Ruth Cain and Denise Collins will be presenting. The presentation is entitled Assessment – Part Science, Part Myth, Part Magic: Building a Campus Culture.

The Leadership group conducted a goal setting exercise at their last meeting. A report will be made to the Council at a future meeting.

A question was raised regarding what the NCA will be looking for in the way of accreditation of the nonacademic units. Dr. Kinley explained that this will be discussed with Dr. Reid during his mock visit.

**E. *Assessment Workshop Topics – guest: Kelly Wilkinson***

Kelly Wilkinson announced that there will be two TaskStream sessions scheduled to provide basic training. Other sessions will be scheduled in the future regarding the assessment cycle the next step and the role of TaskStream. A Boot Camp will be held in May.

**F. *Website Walk-Through***

Ruth Cain reviewed the updated Accreditation and Assessment websites.

**G. *Other***

Ed Kinley asked the group to do the following as homework:

1. Review the websites (Assessment and Accreditation)
2. Provide ideas for future topics for Sycamore.net
3. Suggest ideas for workshops
4. Suggest ideas for speakers and topics
5. Please review the matrix and check the areas that you are familiar with
6. Promote the grants

**H. *Adjournment***

Meeting was adjourned at 2:00 p.m.