

**Meeting Minutes: Assessment Council**  
**March 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
Griddine, Ke'Shana	Graduate Council
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kinley, Ed	Office of Information Technology (Academic Affairs)
O'Laughlin, Elizabeth	College of Arts and Sciences
Rogers, Kris	Enrollment Services
Wilhelm, William	College of Business

**B. Review and Approval of Minutes**

The minutes from the February 25, 2010 meeting were made available for review. It was noted that Denise Collins was not present at the meeting and should be removed as an attendee. A motion was made to approve the minutes as amended. The motion was seconded. The motion was approved with one abstention.

**C. Update on Assessment Grants**

Three additional proposals have been received since the last meeting. The grant to provide \$500 for an assessment fair for the College of Nursing, Health and Human Services was approved. Additional information has been requested for the remaining two proposals.

**D. Update on Dr. Reid's Visit**

Dr. Reid visited the campus on March 18 and his goal was to identify any areas that would need to be addressed prior to the NCA visit in November. He met with NCA Leadership, Steering, Co-chairs, Deans, Associate Deans, Vice Presidents and President. The dominant focus in 2000 was assessment and now there is a growing focus on student outcome and compliance. There will be nine team members assigned to the ISU NCA visit. Dr. Reid noted that issues with Distance Education and student complaints will need to be addressed prior to the visit. Jennifer Boothby has been assigned to work on the policy for student complaints. The NCA leadership will meet to review Dr. Reid's findings. Appointments will be scheduled with department chairs in the fall to discuss the NCA visit.

### **E. *Non-academic Assessment Plan***

A copy of the Non-academic Assessment Plan was provided for the committee members. This document will be taken to the non-academic units when meeting with the directors. A question was raised regarding how many areas will be going through the process. It was explained that the number of units has yet to be determined. Meetings will be held with the Vice Presidents to identify the areas.

A question was raised regarding who will complete the Self-Assessment Tool. It was explained that it is a self check and whoever is doing the assessment for the unit will complete the tool.

Discussion ensued regarding how far non-academic departments should go to provide evidence. The departments should be practical so that the assessment process does not become overwhelming. Assessment efforts should help to improve the services in the non-academic units. The committee members will meet with the directors of the non-academic units and will present the general philosophical conceptual framework. They will also discuss upcoming workshops and mentoring. The Assessment Council will be available to help with the process. Suggestions were made to start with the highest level and to provide examples of units that are already doing assessment.

As the units are identified, a schedule will be set up for visiting the directors.

### **F. *Feedback on Assignments from Previous Meeting***

Due to the late arrival of Dr. Kinley, feedback will be deferred to the next meeting.

### **G. *Other***

New topics are needed for the website and Sycamore.net.

A TaskStream Basics workshop will be held on April 5 from 10:00 a.m. to 11:30 a.m. Two TaskStream and Assessment sessions will be held on April 9 from 10:00 a.m. to 11:30 a.m. and on April 15 from 9:30 a.m. to 11:00 a.m. Information has been sent to Department Chairs and Deans.

A Boot Camp will be held in May. The contents are being developed.

Concetta DePaolo announced that Rose Hulman is having an Evaluation Conference on April 9 and 10 and the topic is academic assessment.

### **H. *Adjournment***

Meeting was adjourned at 2:00 p.m.