

# **Meeting Minutes: Assessment Council**

April 8, 2013 – 11:00 a.m. – HMSU 421

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## **Attendees:**

<b>Name</b>	<b>Representing</b>
Bodey, Kim	Faculty-at-Large
Challa, Sowmya	Graduate Student Association
Childs, Chris	Student Success
Crowder, Cindy	College of Technology
Davis, Nolan	Student Affairs
DePaolo, Concetta	Scott College of Business
Downs, Wil	Business Affairs
Hampton, Eric	Bayh College of Education
Hare, Molly	College of Nursing, Health, and Human Services
O'Laughlin, Elizabeth	Faculty-at-Large
Yousif, Bassam	College of Arts and Sciences

## **I. Minutes**

The minutes from the February 11, 2013, meeting were made available for review. A motion was made to approve the minutes. The motion was seconded and approved.

## **II. Assess for Success 2013 Evaluation**

A copy of the evaluation responses summary was provided for the Council members. The following comments were noted:

- The content in the keynote speech was directed at the right level.
- The keynote speech addressed more than just the academic areas.
- The poster session was well attended and the discussion was beneficial.
- The panel discussion allowed for attendees to see where others were and how they were using their data.

The following suggestions were shared.

- Due to a lack of attendance in the afternoon (no one attended Using Data workshop), the workshops could be held first and the panel discussion held last.
- It was noted that there were too many questions for the panel to cover in the designated time period. It might be helpful to allow time for questions from the audience.
- It has been difficult to get people to stay all day. A rotation of topics could be offered throughout the year. (It was explained that attempts have been made at brown bags in previous years, but there was no interest.)
- The evaluation forms could be placed in the rooms and the presenters could remind the group to fill them out.
- A two-day event with only morning sessions could be offered rather than having an all-day event.

A question was raised regarding what the objectives of the conference are. The following possible objectives were considered.

1. To increase the total number of people attending.
2. Make sure what we are offering fits with what people want.
3. The topics should be expanded so that people would learn something new each year.

It was suggested that next year a question be included on the evaluation form asking if anything new was learned and how many years the person had attended. A follow-up survey could be sent to those who attended.

Molly Hare asked what the council could do help the nonacademic programs with their assessments. Discussion followed.

- Chris Childs discussed the process used in Student Success. Initial meetings were held with the staff explaining what assessment is and what learning outcomes are. The following month the group met again and reviewed assessment plans to help understand the outcomes. A question was raised regarding whether it would be meaningful to replicate the process used in Student Success for other nonacademic areas or would it be helpful to have a nonacademic Assess for Success day. Chris noted that it would be beneficial to have workshops, but they would need to be specific.
- Nolan Davis discussed the process used in Student Affairs. A beginning training session was provided for the group and then individual meetings were held. Their department's mission was identified and the University's strategic plan was discussed. A list of topics was developed. Plans were created and assistance was provided.

A suggestion was made that the Council possibly consider meeting twice a month. One meeting could address regular items and the other meeting could address a topical series.

### **III. *Identification of Priorities for 2013-2014***

Four topics have been named and two will need to be identified as the preferred topics for 2013-2014. They are as follows:

- Student Assessment Ambassadors
- Reviewing Program Assessment Plans and Data
- Making Assessments Public and Meaningful
- Share Institutional Assessment Information

The council members were asked to rate the priorities in order of their preference. The results will be forwarded to Ruth Cain.

#### *Student Assessment Ambassadors*

The Student Assessment Ambassadors program will help to encourage students to use assessment and to be more involved in the assessment process. It would be a group that

would help to champion assessment and share what they know about assessment across campus.

*Reviewing Program Assessment Plans and Data*

The process of reviewing assessment plans was discussed. It was felt that some may need help to continue developing their plan. A consultant or coach could work with them. It may be beneficial to identify those exemplary programs and then share with the others. Use of the rubric as a self-study or by the leadership council was discussed.

*Making Assessments Public and Meaningful*

Making assessments public was discussed and the following suggestions were made.

- Examples of how people make their assessments public could be obtained.
- Collect stories of how assessment has improved their work and then work with Communications and Marketing to do a series of stories.
- Have each program show one goal and outcome on their department websites.

Reviewing Program Assessment Plans and Data and Making Assessments Public and Meaningful were identified as priorities for the Council for 2013-14.

The group was asked to contact other institutions or conduct a web search to obtain best practices involving students in assessment. Please forward results to Ruth Cain before August 1. A reminder will be sent.

**IV. *Adjournment***

Meeting was adjourned at 12:05 p.m.