

**Meeting Minutes: Assessment Council**  
**September 10, 2010 – 10:00 a.m. – HMSU 307**

**A. Attendees:**

<b>Name</b>	<b>Representing</b>
Arvin, Shelley	Library
Cain, Ruth	Assessment and Accreditation Coordinator
Collins, Denise	Bayh College of Education
Crowder, Cindy	College of Technology
Davis, Nolan	Student Affairs
DePaolo, Concetta	Scott College of Business
Derrick, Thomas	Faculty At-large
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kinley, Ed	Associate Vice President for Academic Affairs & CIO
McLaren, Bruce	Associate Dean
O’Laughlin, Elizabeth	College of Arts and Sciences
Ratcliff, Kenneth	Graduate Student Association
Yousif, Bassam	College of Graduate and Professional Studies

**B. Review and Approval of Minutes**

The minutes from the April 22, 2010 meeting were made available for review. Liz O’Laughlin made a motion to approve the minutes. Shelley Arvin seconded the motion. The motion was approved.

**C. Welcome and Introduction of New Members**

Dr. Cain welcomed the new members and provided a list of the Assessment Council representatives. The new members are as follows:

- Cindy Crowder
- Kenny Ratcliff
- Nolan Davis
- Yousif Bassam
- Tom Derrick

It was also noted that Concetta DePaulo moved from a Faculty At-Large member to the Scott College of Business representative.

**D. NCA Site Visit**

The NCA document is now available. The committee members were asked to review the chapter on Assessment. The NCA team will meet with the Assessment Council on

November 15 from 10:00 a.m. to 10:45 a.m. A list of the visiting team members and a tentative agenda will be coming out shortly.

**E. *Review Conceptual Framework: Roles and Responsibilities of Assessment Council***

A copy of the Conceptual Framework was provided for the committee members prior to the meeting. Dr. Cain reviewed the Roles and Responsibilities.

**F. *Identify Priorities and Action Plan for 2010-11***

The committee divided into groups to identify the priorities of the Goals and Outcomes for 2010-2011.

(See attached notes.)

The priorities were noted and an action plan will need to be developed. The priorities will be sent to the group and the first part of the next meeting will be used to identify the things that can be addressed this year.

**G. *Upcoming Events***

A handout was provided for the committee members regarding the HLC Assessment Workshop. It was explained that this is a team based workshop and if anyone is interested, Ruth Cain should be contacted.

**H. *2010-2011 Budget***

A copy of the budget was provided for the committee members.

**I. *Reminder – Target Dates***

The following dates were shared.

- Assessment Plan in TaskStream by August (grace period: mid-September)
- Data collection by December 2010
- Data analysis in Spring 2011
- Non-academic programs have an annual cycle – information to be entered into TaskStream by July 30<sup>th</sup> of each year.
- The first assessment cycle of the College of Graduate and Professional Studies and the College of Arts and Sciences is due the first Friday in October.

**J. *Other***

Ed Kinley explained that there has been an interest on the part of faculty and Distance Education for online SIRs. There is an active working project that will be available in

pilot format in the fall. The SIR II will duplicate the current SIR and the ESIR will contain a different set of questions for Distance Ed. A group will be put together to work on the mechanics of implementation.

It was also noted that the Chair of the Board of Trustees announced the Board's four priorities. They are as follows:

- Experiential Learning
- Community Engagement
- Promotion and Tenure
- Assessment

The Board of Trustees has requested a report regarding the progress the University has made towards Assessment. It will be due in May. The Provost also highlighted the Board's focus on assessment during the meeting with the deans.

***K. Adjournment***

Meeting was adjourned at 2:00 p.m.