

Meeting Minutes: Assessment Council
September 17, 2009 – 7:30 a.m. – HMSU 9th Floor

A. Attendees:

Name	Representing
Allen, Troy	College of Technology
Arvin, Shelley	Library
Cain, Ruth	Assessment and Accreditation
Collins, Denise	College of Education
Gatrell, Jay	School of Graduate Studies
Griddine, Ke'Shana	Graduate Council
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kendall, Rex	Student Affairs
Kinley, Ed	Office of Information Technology (Academic Affairs)
McClintock, Patty	Institutional Research and Assessment
McLaren, Bruce	Associate Dean
O'Laughlin, Liz	College of Arts and Sciences
Rogers, Chip	Business Affairs
Rogers, Kris	Enrollment Services
Sullivan, Ryan	Student Government Association
Wilhelm, William	College of Business

B. Welcome

Denise Collins welcomed the members of the Assessment Council to the first meeting. Ruth Cain was introduced as the new Assessment and Accreditation Coordinator. She will begin on November 1, 2009.

C. Overview

Denise Collins, Liz O'Laughlin and Troy Allen presented a brief overview regarding the development of the Assessment Leadership Group and the Assessment Council. The core Leadership group was established in response to the NCA Accreditation process. In their review, the NCA noted that the university did not have a working assessment council and that a university-wide initiative was needed. The Leadership group was created and attended an institute on assessment in Savannah, Georgia. The group worked with Gloria Rogers and learned the basics of assessment. The group continued working throughout the spring semester which included planning of assessment work, looking at information management systems, drafting the conceptual framework document, forming the Assessment Council and hiring the Assessment and Accreditation Coordinator.

The accountability management system, Taskstream, was adopted. It is a central repository for uploading information. The following information can be included in the system.

- Mission statement
- Learning outcomes
- How the curriculum maps to the mission statement and learning outcomes
- How to communicate outcomes
- An assessment plan
- What you plan to assess
- Findings
- Action plans
- Final status report

The Assessment Leadership team will be working with the Assessment Council members to enter information in the system.

The charge to the Assessment Council was reviewed. An effort will be made to move the campus from a “climate” of assessment to a “culture” of assessment.

Programs across campus are in different stages: formative, emerging, mature and exemplary. The Assessment Council will help programs to move from one level to the next. The Council can also help departments in discussions and dialogues.

Dr. Kinley noted that assessment is both academic and nonacademic. The approach will be to facilitate, help, communicate and celebrate. A budget has been assigned. Gloria Rogers will be returning to campus in early November.

D. Council SharePoint Repository

The IDEAL (Institute for Development of Excellence, Assessment and Leadership) site has been set up in SharePoint. A working area has been created. A handout with information regarding the site was provided for the committee members. It was noted that the SharePoint site is not available if accessing off campus. A VPN (Virtual Private Network) would be needed. Information will be provided.

E. Framework & Homework

1. Assessment at Indiana State University: A Conceptual Framework

Molly Hare reviewed the document. She highlighted the following:

- Definition of Assessment
- Guiding Principles
- Purposes of Assessment (academic and nonacademic)
- Charge to the Assessment Council
- Assessment Council Composition
- Stages of Assessment
- Assessment of Foundational Studies
- Assessment of Graduate Programs
- Assessment Coordinator

The Leadership Assessment team will be meeting twice a month and will provide overarching direction for the Assessment Council. The Leadership group will set the agenda and bring information to the Assessment Council which will be meeting once a month.

A copy of the document was provided and the committee members were asked to review. An area in SharePoint will be set up for feedback. A vote for approval will take place at the next meeting.

2. Assurance of Student Learning – Graduate Education at Indiana State University

A copy of the document was provided for the committee members. Dr. Gatrell explained that document defining the assessment structure was approved this fall. The program focuses on improvement and student learning. He will be sharing the document with the department chairs.

F. Assessment Council Meeting Dates

A form was provided asking the committee members for their availability. A time will be decided and they will be notified.

G. Adjournment

Meeting was adjourned at 9:00 a.m.