

Meeting Minutes: Assessment Council
September 20, 2013 – 1:00 p.m. – HMSU 421

Attendees:

Name	Representing
Arvin, Shelley	Library
Bodey, Kim	Faculty-at-Large
Boyd, Jerry	Associate Dean, College of Arts and Sciences
Cain, Ruth	Assessment and Accreditation Coordinator
Davis, Nolan	Student Affairs
Downs, Wil	Business Affairs
Hampton, Eric	Bayh College of Education
Hare, Molly	College of Nursing, Health, and Human Services
Peters, Randy	College of Technology
Peterson, Yasenka	Associate Dean, College of Nursing, Health and Human Services
Yousif, Bassam	College of Arts and Sciences

I. Welcome and Introductions

The representatives introduced themselves as part of the fall Assessment Council group.

II. Minutes

The minutes from the April 8, 2013, meeting were made available for review. A motion was made to approve the minutes. The motion was seconded and approved with one abstention.

III. Updates

Ruth Cain updated the Council members on the following:

- Last spring Josh Powers met with the Assessment Council to discuss upcoming NSSE and BSSE surveys. The results were received two weeks ago. A joint session of the Assessment Council and Student Success Council will be held to discuss the high points of the survey. The information can be shared with the departments and colleges. The October 18 Assessment Council meeting time is being considered for the joint meeting.
- As a result of the HLCs evaluation visit in 2010, the University is required to do a follow-up progress report on assessment. The report is due in December. The goal is to have the report to them by the end of October in the event clarification is needed. The Provost has reviewed the report and forwarded it to the deans. At this point, 12-13% of the programs across the University are not compliant with the HLC requirement that they complete one cycle. The deans were directed to report back to the Provost regarding their plans to get those departments current.
- One of the initiatives discussed last year was to make assessment plans more public and meaningful. Web templates are being developed for departments and they will include a section where assessment information and outcomes could be posted.

- A copy of this year's blue sheet was provided for the Council members. They were asked to remind faculty in their colleges of the expectations as well as the deadlines. The blue sheets have been passed out at department chair meetings and to the deans.

IV. Assessment Plan Coaching

A copy of the Student Learning Outcome Assessment Plan Coaching document was provided for the Council members. Eric Hampton explained that a potential process for allowing Council members to coach programs and help them better their assessment plans has been developed. The purpose, procedures and process are in the document. He highlighted the following:

- Two person teams will be formed from members of the Assessment Council.
- Academic Programs will be divided into a two-year process. A quarter of them will be contacted each semester.
- There will be no more than three or four programs for any team to contact.
- One team will be reserved for assistance that is needed out of cycle.
- The coaching teams will designate a contact point person.

The team leader will contact the programs and send them the rubric. They will be asked to identify two areas that need to be addressed. The team will review their plans and set up a meeting. There will be a minimum of one face-to-face meeting with each program. A timeline will be established and the team will have a follow-up to check on the progress. A coaching log will be kept to track down who was contacted, when they were contacted, etc.

A question was raised whether this will be used for non-academic programs. It was explained that if the process works well, something similar may be established for non-academic programs.

Training will be provided prior to conducting the coaching. Council members would be paired with members of the Leadership Team who would act as mentors. The plan is to train this semester and begin the process in the spring.

During the training the rubric will be discussed so that everyone will have a common understanding of the language and criteria. Part I of the training will discuss the rubric and basics and Part II of the training will focus on the norming.

The training schedule was discussed. The meetings will be held on two of the Fridays in October and two of the Fridays in November at the 1:00 p.m. time. The Council members will be notified as soon as the dates are confirmed.

Discussion ensued regarding whether the coaching would be voluntary by the departments that are not compliant. Deans would be notified of nonresponsive programs.

IV. Adjournment

Meeting was adjourned at 2:05 p.m.