

**Meeting Minutes: Assessment Council**  
**September 26, 2014 – 1:00 p.m. – HMSU 307**

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**Attendees:**

<b>Name</b>	<b>Representing</b>
Allen, Troy	College of Graduate and Professional Studies
Arvin, Shelley	Library
Baker, Bill	College of Technology
Ball, Carrie	Faculty-at-Large
Ballard, Dennis	Assoc. Dean College of Arts and Sciences
Butwin, Katie	Faculty-at-Large
Cain, Ruth	Assessment and Accreditation Coordinator
Downs, Wil	Business Affairs
Green, Toni	Student Success
Hare, Molly	College of Nursing, Health, and Human Services
Lentz, John	Student Affairs
Myers, Nathan	College of Arts and Sciences

**I. *Introductions***

Ruth opened the meeting by asking the members to introduce themselves. A membership roster was provided to everyone.

**II. *Review of Minutes***

The April 18, 2014, minutes were handed out for members to review. Discussion ensued regarding formal approval. As a majority of those present were new to the Council, a vote to approve the minutes was not taken and no corrections were made.

**III. *Strategic Directions for 2014-15***

**Review the Conceptual Framework -**

Ruth handed out the document ‘A Conceptual Framework’ that was developed in 2009 and asked the members to review it. Discussions will begin in October concerning the revisions to the document. Molly has agreed to facilitate discussion of this review. New Council members can review previous charges, documents, and meeting minutes on the Assessment website. Molly and Troy identified the Council’s long term goal which is to create a culture of assessment so that it is embraced as an ongoing process rather than being targeted strictly for accreditation purposes. We have begun reviewing and trying to support programs to enhance assessment plans and support student achievements. Ruth spoke of the three different levels of assessment – institutional level (e.g., Foundational Studies), program level (Council has placed focus on this level), and classroom/individual level. We are involved in the Higher Learning Commission academy for assessment of student learning. A lot of our Foundational Studies assessment information is coming from this initiative. We are also involved in the Multi-State Collaborative pilot program to try to identify how well our students are doing on three institutional outcomes.

**Assessment Plan Coaching -**

One initiative launched last year was assessment plan coaching. A rubric was developed to assess plans and the Council broke into teams to meet with interested programs. We will try to find some times this fall to do training and break into teams in the spring.

**Assess for Success Conference –**

The Council will need to begin planning for the Assess for Success Conference scheduled for February 27, 2015.

**IV. Assess for Success**

**Focus –**

Assigning and assessing writing has been identified as the focus for the conference. Brian Huot from Kent State will be the guest speaker. He has written books and articles on assessing writing. He will present the keynote address plus a workshop, possibly focusing on writing prompts and helping faculty work more efficiently on grading writing. Dependent on fees, we might invite him to come a couple of days prior to the conference.

**Format –**

The format of the conference has been a struggle, since it's not just about the invited speaker but about our faculty/staff and students showcasing their good practices. There was discussion that maybe we need to broaden the representation from the Student Affairs area. John mentioned that it would be helpful to try to keep Student Affairs and Business Affairs on the same pace with the academic areas. Molly suggested that all Council members could be soliciting information/ideas from their respective areas to get a sense of what they would be interested in learning if they attend. We will always have to offer Assessment 101 and Eric Hampton has already agreed to conduct that session. One thought is to offer a workshop on how to develop surveys, since a lot of groups on campus conduct them. Carrie mentioned that maybe every other or every third year we could offer some topic that would have a broader interest, more non-academic. Wil mentioned that Facilities Management gave a workshop one year on how they were using assessment in their area. Another idea was a session on how to assess staff development programs.

**Formation of subcommittees –**

Sign-up sheets were handed out for the four sub-committees needed to plan the conference.

**V. Adjournment**

Meeting was adjourned at 2:00 p.m.