

**Meeting Minutes: Assessment Council**  
**January 13, 2011 – 2:00 p.m. – HMSU 307**

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**Attendees:**

<b>Name</b>	<b>Representing</b>
Arvin, Shelley	Library
Cain, Ruth	Assessment and Accreditation Coordinator
Crowder, Cindy	College of Technology
DePaolo, Concetta	Scott College of Business
Derrick, Thomas	Faculty At-Large
Hampton, Eric	Bayh College of Education
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
Kendall, Rex	Student Success
McLaren, Bruce	Associate Dean
Miller, Marsha	Faculty At-Large
O’Laughlin, Elizabeth	College of Arts and Sciences
Yousif, Bassam	College of Graduate and Professional Studies

**I. Review and Approval of Minutes**

The minutes from the December 10, 2010, meeting were made available for review. Marsha Miller made a motion to approve the minutes. Molly Hare seconded the motion. The motion was approved with three abstentions.

**II. A-Team Kick-Off**

A good response has been received for the A-Team luncheon. The deans and vice presidents have been invited to attend. The luncheon will begin at 11:30 a.m. and finish at 1:00 p.m. on January 28. Molly Hare will function as emcee and Bruce McLaren will provide a testimonial on the value of assessment. Time will be used for table discussions of the following questions.

- What is the status of assessment in your department/program?
- What are some of the barriers to, or scaffolds that support, your assessment efforts?
- In what ways can the A-Team initiative support your efforts to provide leadership for assessment?

A question was raised whether there would be suggested readings provided prior to the luncheon. It was explained that some of the A-Teams may not be assigned until just prior to the luncheon. Suggested readings could be provided following the luncheon.

A list of the assigned A-Teams was shared with the committee members. Discussion ensued and the following ideas were shared.

- The luncheon could serve as a networking opportunity.
- Periodic emails could be sent to the teams with tips and suggestions.

- The Assessment Council could respond to the requests for support received in response to the table discussions.
- They could be given a homework assignment that could move them forward. They could be assigned to find out who is doing what in their programs.
- The Council could help to move people toward getting something in place to do data collection at the end of the semester.
- They could state their goals.
- A countdown clock could be placed on the assessment page for the NCA visit in 2013.

After discussion, the following will be shared with the A-Team members.

1. A full year of data collection and use of the data will be needed when the NCA returns in 2013.
2. A-Teams will be charged with pulling together their programs and providing leadership. The entire department needs to be on board. The A-Teams will need to bring people to the table and help everyone understand what the goals are.
3. The purpose of the A-Team luncheon is to bring everyone together to begin discussion of how the Assessment Council can assist with their programs.

It was suggested that one more item be added. Assessment should be done to help student success.

### **III. Assessment Day – March 18**

#### *Award Recipients*

One award will be given to each college and two will be given to the non-academic programs. The non-academic programs in Facilities and HMSU will be considered. All award winners will be invited to present a poster. Nominations should be forwarded to Ruth Cain. A decision will be made next week at the Assessment Leadership meeting.

#### *Additional Poster Presenters*

Any suggestions for additional poster presenters should be forwarded to Ruth Cain.

#### *Panel Participants*

Possible panel members were discussed. A suggestion was made to include someone from Foundational Studies. Suggestions for panel members should be forwarded to Ruth Cain.

It was noted that all Council members are invited to attend the luncheon with Dr. Eder. Details will be available soon.

**IV. Updates**

Work will continue with the programs and A-Teams to make sure people continue to engage in assessment.

**V. Adjournment**

Meeting was adjourned at 3:00 p.m.