

Meeting Minutes: Assessment Council
October 24, 2011 – 9:00 a.m. – HMSU 407

Attendees:

Name	Representing
Brown, Liz	Associate Dean
Cain, Ruth	Assessment and Accreditation Coordinator
Childs, Christopher	Student Success
DePaolo, Concetta	Scott College of Business
Downs, Wil	Business Affairs
Derrick, Thomas	Faculty At-Large
Hampton, Eric	Bayh College of Education
McClintock, Patty	Institutional Research
McLaren, Bruce	Associate Dean
O’Laughlin, Elizabeth	College of Arts and Sciences
Boyd, Jerry	Associate Dean (Visitor)

I. Review and Approval of Minutes

The minutes from the September 26, 2011, meeting were made available for review. A motion was made to approve the minutes. The motion was seconded and approved.

II. Updates

Ruth Cain and Molly Hare attended an orientation for the Higher Learning Commission’s Assessment Academy in Lisle, IL. The Academy emphasized how co-curricular programs support the achievement of general education outcomes. The Leadership Academy Team consists of Molly Hare, Linda Maule, Chris Fischer, Nancy Rogers, Jerry Boyd, Susan Powers, and Ruth Cain. Several team members will be attending a workshop provided by the Academy next week. A Student Learning Project will be created at the workshop and will be brought to the Council for review.

Ruth Cain will be attending the upcoming CAAC meeting to update them regarding what the Assessment Council is going to do to ensure that ISU meets the requirements of the HLC. CAAC has instituted a policy that all curriculum proposals must include an assessment plan. The activities at the Academy Workshop will be shared.

Ruth Cain and Shelley Arvin will be attending the Assessment Institute next week in Indianapolis.

III. Assessment Council Priorities for 2011-12

After review of the information collected at the last meeting regarding the Assessment Council Priorities, Assess for Success Day and Developing a Strategic Plan for the A-Teams were identified as the top two priorities for the year.

March 23, 2012, has been designated as Assess for Success Day. Consideration is being given to focusing the day on assessing experiential learning. Experiential learning was identified as an important topic at the A-Team luncheon last year and the Provost recently

reiterated that the Board's charge required all programs to include experiential learning. A concern was raised regarding having that be the focus. It was felt that the areas already doing experiential learning may think they do not need to attend. It was suggested that the keynote speaker discuss experiential learning and then the breakout sessions could address different topics.

A question was raised to the group if there was a third initiative. Discussion ensued. Ruth explained there are plans to develop a rubric for assessing assessment. A pilot project could be conducted in the spring with departments or colleges at different levels of assessment. After discussion, it was decided the third initiative will be assessing assessment plans and continuing to work on the culture of assessment.

IV. Council Working Committees

Subcommittees to address the tasks for Assess for Success Day and other council priorities were identified. They are as follows:

- Posters (Liz O'Laughlin and Molly Hare)
- Speakers and Workshops (Ruth Cain and Patty McClintock)
- Marketing and Operations (Concetta DePaolo)
- A-Teams (Cindy Crowder and Ruth Cain)

The following Council members were added to the subcommittees:

- Posters - Liz Brown and Jerry Boyd
- Marketing - Bruce McLaren and Tom Derrick
- A-Teams - Wil Downs and Christopher Childs

The subcommittees can meet separately or can work through email. A production schedule will be developed. The subcommittees were discussed as follows:

Posters

The poster subcommittee will need to develop the criteria for the posters and review the proposals. The keynote speech will be held in Dede II and the poster presentation will be held in Dede III with coffee available.

The Assessment website was discussed and the following additional links to the website were suggested:

- Assess for Success Day
- Assess for Success Day presentations
- An A-Team resource list
- Photographs or posters with narrative
- Condensed assessment reports
- College or department best practices

Speakers and Workshops

The HLC Academy provides access to their Speakers Bureau. They will be contacted to help find a speaker for Assess for Success Day.

A suggestion was made to have one of the topics of the breakout sessions be, “How do you market assessment to students and external audiences?”

It was noted that the participants of the Alternate Spring Break could be contacted to present at one of the breakout sessions. This will be discussed with Nancy Rogers. She has been invited to the next Assessment Council meeting.

A-Teams

The purpose of the A-Teams is to broaden assessment by building capacities within departments or non-academic units to lead assessment efforts. The teams consist of a department chair or director and one faculty member or staff member. The A-Team group met last year with an introductory luncheon and a workshop was held in June. The workshop was a combination of Assessment 101 and Leading Assessment. The focus of the A-Team subcommittee should be to develop an activity for the spring to remind the teams of their goal.

It was suggested that the topic of the A-Team spring lunch be to identify one strength of each college or department. This information could be added to the website. The possibility of having a newsletter listing the A-Teams was also considered in the Leadership group meeting.

The list of A-Teams will be forwarded to the committee members as a reminder.

A question was raised regarding how to deal with faculty who ignore their department assessment plans. It was noted that there is an issue with the faculty because their efforts in assessment are not recognized. It was suggested that a small amount of professional development funds be made available to those that participate as some type of reward.

Ruth noted that the College of Arts and Sciences has reinstated a section on assessment in its process of program review. It is expected that the University will move to reinstituting program review and assessment will be a part of it.

V. *Adjournment*

Meeting was adjourned at 10:00 a.m.