Meeting Minutes: Assessment Council
November 12, 2012 – 9:00 a.m. – HMSU 407

Attendees:

Name	Representing
Arvin, Shelley	Library
Bodey, Kim	College of Nursing, Health and Human Services
Boyd, Jerry	College of Arts and Sciences
Cain, Ruth	Assessment and Accreditation Coordinator
Crowder, Cindy	College of Technology
DePaolo, Concetta	Scott College of Business
Downs, Wil	Human Resources
Hampton, Eric	Bayh College of Education
O'Laughlin, Elizabeth	College of Arts and Sciences
Peterson, Yasenka	College of Nursing, Health and Human Services
Yousif, Bassam	College of Arts and Sciences

I. Review and Approval of Minutes

The minutes from the October 8, 2011 meeting were made available for review. Approval of the minutes will be deferred to the next meeting due to lack of quorum.

II. Assessment Plan Rubric

A copy of the Assessment Plan Rubric was provided for the committee members. The group reviewed the document and made suggestions. The appropriate modifications will be made. It will be used as a self-assessment or self-check tool. The next step is to use it as part of Assess for Success. A parallel instrument for the nonacademic programs will be created.

III. Assess for Success

Assess for Success will take place on March 22, 2013. All events will take place in HMSU.   The day will start with an opening keynote speaker. Refreshments and the poster session will follow. Two panel sessions will then be held on the following topics.

1. *Data Analysis and Use*

    Panelists will share examples of how they analyzed and used assessment evidence to improve programs.

2. *Retooling Assessment Plans*

    This area will help programs take a look at their plans and find ways to improve them.

A luncheon will be held following the panel sessions. The Assessment Council will be invited to join the speaker at the luncheon. The individuals that were involved in the pilot writing test will also be invited.

Workshops will be held in the afternoon to assist those interested in getting help with their plans and to help those that need help in using their evidence. The timing of the workshops and panel sessions was discussed. Suggestions were made and will be considered.

A sign-up sheet for the poster session and publicity subcommittees was provided for the committee members. It was suggested that a short abstract be created by the programs participating in the poster session.

IV. Institutional Data

The discussion regarding Institutional Data will be deferred to the next meeting.

A Doodle mailer will be sent to for the spring semester meeting times.

VI. Adjournment

Meeting was adjourned at 9:55 a.m.