

**Meeting Minutes: Assessment Council**  
February 10, 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
DePaolo, Concetta	Scott College of Business
Derrick, Thomas	Faculty At-Large
Hare, Molly	Nursing, Health, & Human Services
Hudson, Harriet	Associate Dean
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 January 13, 2011 meeting were made available for review. Approval of the minutes will be deferred to the next meeting due to lack of quorum.

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

The information that was collected from the A-Team luncheon regarding their needs and barriers will be reviewed and an action plan will be developed. Two or three issues will be identified and then focus groups or work groups will meet to discuss.

The following suggestions were made.

- A deadline of March 31 could be set for the colleges to have plans created.
- An example of a good assessment plan could be posted on the website.
- A monthly email could be sent to the A-Teams with reminders and ideas.
- Programs that need to be jump started could be encouraged to attend the workshops that will be coming up.
- The A-Teams could be grouped by location, interests, or having similar issues for the work groups.
- Programs that are behind could set up weekly meetings.
- Plans from the areas that will be receiving recognition at Assess for Success could be printed from TaskStream and handed out during the poster session.

Dr. Cain will continue to check on programs and make sure they are making progress.

**III. Assess for Success - Updates**

A copy of the Assessment Day Schedule was provided for the committee members. After discussion, Molly Hare will do the recognition, Marsha Miller will coordinate the poster session and Liz O'Laughlin will do the welcome.

A list of the Recognitions, Posters, Panelists and Concurrent Workshops was provided.

A good response has been received from the programs that will be receiving recognition. They will also do posters. Discussion ensued regarding the panelists. It was suggested that Denise Collins be asked to participate. She could discuss the academic and non-academic view. Suggestions for panelists should be forwarded to Ruth Cain.

**IV. General Discussion**

Ruth Cain, Harriet Hudson and Liz O'Laughlin met with PAC. Positive feedback was received on the work of the Council. The Provost has called together a workgroup to address issues related to post graduation success. Members consist of faculty, career center personnel, alumni office personnel and other constituents. Not only will they be looking at employment status but whether the students are equipped with the knowledge, with the skills and attitudes necessary to succeed in their careers, with civic responsibility, etc.

The report is due to the Board of Trustees by May 1.

It was suggested that monthly events be held as follows.

- March – Assess for Success
- April – Sub groups of A-Teams to meet on common topics
- May – Training workshop

Ruth Cain provided a quick review of the Assessment website. An FAQ section is now available as well as the registration link for Assess for Success.

**V. Adjournment**

Meeting was adjourned at 3:00 p.m.