Assessment Council
IPFW Campus

Meeting Minutes
April 16, 2013


MEMBERS ABSENT: S. Ashur, D. Moore, L. Wright-Bower

Agenda

• Approval of agenda
• Old business
  o Review 3/26/13 minutes and approve
• New business
  o 2011 Grant Summary report reviews
    ▪ V11-2 Stoller
    ▪ V11-4 Vartanian
    ▪ V11-5 Badia
    ▪ M11-1 Ramsey
  o Assessment report feedback letters
    ▪ Electrical Engineering
    ▪ Mechanical Engineering
    ▪ Art Education
    ▪ Fine Art BA
    ▪ Fine Art BFA
    ▪ VCD
  o Assessment report review status
• Good and Welfare
• Adjournment

Acta

CALL TO ORDER: Donna called the meeting to order at 2:17 in KT G83
**NEW BUSINESS**

- The agenda and 3/26/13 minutes were approved.
- Donna started the meeting by asking if there were any comments on the grant summary reports. After a short discussion, it was decided to send an email to the author of each proposal asking for: copies of any resources that were developed as a part of the grant, a detailed expense report, and details on how any remaining funds will be spent. A motion was made by Kathleen and seconded by Kim to accept the reports pending receipt of the additional information. It was approved unanimously. To improve report quality, Donna recommended that next year the grant recipients be given a grant report template or checklist. It was reported that there are a few outstanding grant reports.
- Comments on the assessment report review process included: some reports are too large, reports sometimes contain extra information like course syllabi, and assessment plans are submitted as part of the reports. After a brief discussion, the council voted unanimously to accept the assessment report review letters.
- Donna, with assistance from Susan, will be creating an annual assessment report for the VCAA and EPC. The focus of the report will be the status of assessment on campus and the importance of building the culture of assessment. The council will receive a copy to review.
- Cheryl volunteered to be chair for the last meeting in Donna’s absence.
- Stan requested a copy of the revised SD 98-22 to share.
- Donna stated that the council is still waiting for seven assessment reports. The missing reports will be listed in the annual report.

**FUTURE MEETINGS**

- 04/30/13

**ADJOURNMENT**

- The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

*Wanda Johnson*

*Assessment Staff*