Assessment Council
IPFW Campus

Meeting Minutes
October 25, 2012


MEMBER ABSENT: C. Gurgur

Agenda

• Approval of agenda
• Old business
  o Review 09/20/12 minutes and approve
  o Review new General Education process document
  o Review the number of credit hours in the new General Education program
• New business
  o Update from Director
    ▪ Grants for 2012-13
    ▪ Draft guidelines for Assessment Reports
    ▪ Assessment Professional Development Day update
  o Update from Chair
    ▪ Responsibilities and Duties of Assessment Council Members and alternate
    ▪ Taskforce discussion
    ▪ Newsletter suggestions
    ▪ Draft agenda for next meeting
• Adjournment

Acta

CALL TO ORDER: Donna called the meeting to order at 12:02 in KT 178

HANDOUTS: 10/25/12 agenda, 09/20/12 minutes, Responsibilities and Duties of Assessment Council Members, Duties of the Director of Assessment, Creating a Mission Statement, and Creating Student Learning Outcomes.

NEW BUSINESS

• The agenda and minutes for 9/20/12 were approved.
• The funding for this year’s Assessment VCAP and Mini-grants will be determined after assessment budget issues can be resolved and the budget is finalized. It is hoped that the momentum for assessment grants will be as high as last year. There was a discussion on ways to address grant work which is running behind schedule. Grant presentations from last year’s recipients will be featured at a future conference.

• Suleiman requested that council members gather sample student learning outcomes from their respective areas for the document “Creating Student Learning Outcomes”. This document along with “Creating a Mission Statement” will be utilized as one of the recommended sample Assessment Office documents which can be altered to meet the specific needs of any department. These two documents are part of a larger Assessment Office document that Suleiman is creating. He hopes do have it finished soon for the council to review. Duston suggested that a completed example of the new document be created. It was also suggested that a form be added to assist with mapping outcomes to the Baccalaureate Framework.

• The possibility of sending an alternate to the meetings was discussed.

• Discussed the interpretation of the first line of the Council Responsibilities document that states the council may not have to review the COAS reports if the COAS committee does. This lead to a further discussion on whether the council needs to review individual program assessment reports or school level reports.

• Each member of the council was given the task to review their own school’s annual assessment reporting process.

FUTURE MEETINGS

• To Be Announced

ADJOURNMENT

• The meeting was adjourned at 12:58 p.m.

Respectfully submitted,

Wanda Johnson
Assessment Staff