Assessment Council
IPFW Campus

Meeting Minutes
February 19, 2013


MEMBERS ABSENT: L. Wright-Bower

Agenda

- Approval of agenda
- Old business
  - Review 1/29/13 minutes and approve
- New business
  - 2012 VCAP update
  - 2011 Grant Summary report reviews
    - V11-8 Ramsey - Stan
    - M11-2 Bugel - Julie
    - M11-4 Aasand - Cheryl
    - M11-6 Sun – Kathleen
  - Purdue system plan quality of education
    - Build culture of assessment – input from council and constituents
  - Progress report on college committee development
- Good and Welfare
- Adjournment

Acta

CALL TO ORDER: Donna called the meeting to order at 3:04 in SB 209


NEW BUSINESS

- The agenda and 1/29/13 minutes were approved.
Donna started the meeting by asking each lead member to begin the discussion of their grant summary reports. After the discussions, it was decided to send an email to the author of each proposal for additional information before the reports could be accepted. Specific requests include: M11-4 – copy of enhanced syllabus, M11-6 – clarification on how conference attendance meets original intent of proposal, M11-2 – clarification on before and after comparison of project results, V11-8 – copy of comparison report and new rubric and detailed itemized expense reports for each proposal.

A recommendation was made that when new grants are approved to include in the approval letter a statement informing the recipients to contact the Office of Assessment whenever needs and resources change. In addition, providing grant proposal and summary report forms would inform the authors what information the Assessment Council is looking for. In regard to grant funds, Joseph mentioned that the council needs to communicate that this is an era of constraint resources with proper stewardship of spending.

Joseph updated the council on the meetings that he and the director are having with some of the schools. These meetings are an attempt to follow SD 98-22 by suggesting school assessment committees. These committees would review their own program assessment reports and then provide the council with a summarized school report rather than sending individual program assessment reports to the university assessment council for review.

The council was asked to provide comments/recommendations/changes to the document on Purdue System Plan- Working Group 3 Quality of Education, by 2/21/13 at noon.

FUTURE MEETINGS

• 03/26/13
• 04/30/13

ADJOURNMENT

• The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Wanda Johnson
Assessment Staff