Assessment Council
IPFW Campus

Meeting Minutes
January 29, 2013


MEMBERS ABSENT: L. Wright-Bower, J. Hook

Agenda

- Approval of agenda
- Old business
  - Review 10/25/12 minutes and approve
- New business
  - Review of council responsibilities
  - Meeting time
  - Explanation of plan and report review process
    - Small group meeting to review and prepare draft review letters
    - Assessment Council review of letters
    - Departmental pre-review of letter
    - Letter revision
      - If no revision, submit formal letter
      - If revision, revise letter for council approval by email
  - Documents waiting for review
    - COAS plans
    - Assessment reports for 2013
  - Discussion of draft assessment plan review letters
    - Interior Design
    - CEIT
    - BSB
    - CSF
    - Music
    - Theatre
CALL TO ORDER: Donna called the meeting to order at 3:06 in SB 209

HANDOUTS: 01/29/13 agenda, 10/25/12 minutes, and assessment plans and review letters for Interior Design, CEIT, BSB, CSF, Music, and Theatre.

NEW BUSINESS

• The agenda was approved.
• The 10/25/12 minutes were approved as amended.
• Donna started the meeting by discussing the members’ three key categories of responsibility to the council, as stated in SD 98-22: assessment plan review, assessment report review, and providing an annual report to the VCAA concerning whether the reports are acceptable. Currently, the council is receiving plans and reports from departments. The review of assessment plans and reports at the department level caused concern because the SD states that the council shall review the plans and reports of schools/divisions and programs that do not report through a school. Since all schools/divisions do not have an assessment committee to report through, it was suggested that the COAS Assessment Committee serve as a model which will also foster campus continuity.
• A motion was made by Duston and seconded by Suleiman: “The Director of Assessment will remind the deans at the A.O.C. meeting that SD 98-22 recommends/requires that a school/division committee review departmental assessment reports (like COAS) and produce a school report for the council. The members of the council will begin to lobby their schools to setup such committees”. It was unanimously approved.
• In order to accommodate everyone’s schedule, the possibility of having meetings at different times was discussed.
• Donna discussed the proposed plan review process: 1) small group meets to review assessment plan and prepare draft review letter, 2) the council reviews, discusses, and approves letter, 3) the department/school reviews draft letter, 4) if there are no department/school revisions, the letter is formally submitted, otherwise the letter is revised and approved by the council through email. A suggestion was made to include an assessment plan checklist and SD 98-22 with the review letters. Barbara expressed concern that, due to the number of recent assessment directors with different ideas on writing assessment plans and reports, confusion and frustration exists among faculty on which direction to follow. Duston related that different approaches to assessment are used in each school and that the process of assessment naturally continues to evolve. The possibility of setting up a workshop for writing an assessment plan was discussed.
• Susan introduced the letter for interior design highlighting the observations and suggestions in the letter. General comments were made about the other letters.
• A motion was made by Suleiman and seconded by Cheryl: “The council will send the draft assessment plan review letters as is in an email for each department to pre-review before sending the final letter”. It was unanimously approved.
• The reports for last year’s VCAP and mini-grant proposals are currently being received. The council members who reviewed these proposals were invited to review the reports.

FUTURE MEETINGS

• 02/19/13
• 03/26/13
• 04/30/13

ADJOURNMENT

• The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

Wanda Johnson
Assessment Staff