Assessment Council
IPFW Campus

Meeting Minutes
March 26, 2013


MEMBERS ABSENT: L. Wright-Bower

Agenda

- Approval of agenda
- Old business
  - Review 2/19/13 minutes and approve
- New business
  - Assessment report feedback letters
    - Education
    - COAS
    - Civil Engineering
    - Computer Engineering
    - OLS
    - General Studies
  - Assessment plan update email draft
  - New 2012 grant summary report reviews
  - Assessment report review status
- Good and Welfare
- Adjournment

Acta

CALL TO ORDER: Donna called the meeting to order at 2:05 in KT 178

HANDOUTS: 3/26/13 agenda, 2/19/13 minutes, assessment reports and review letters for Education, COAS summary, Civil Engineering, Computer Engineering, OLS, and General Studies, and assessment plan email draft

NEW BUSINESS
The agenda and 2/19/13 minutes were approved.

Donna started the meeting by asking if there were any comments on the six assessment report review letters. After a brief discussion, it was decided to change “required” to “requirements” and add a requested due date for plan changes for September 15, 2013. The council voted unanimously to accept the letters as amended.

Suleiman updated the council of the progress of initiating school assessment committees. Representatives from HHS, DSBS, and ETCS indicated that they are interested. He also shared that he felt next year’s focus of the council should be to build assessment communities and create a vision for the future.

In regard to Senate Document 95-22, Suleiman and Stan will work on a draft of changes for the council to review to be later sent to the executive council.

Donna introduced the assessment plan email draft. This document requests that all departments review their program assessment plans, especially the ones that are more than five years old. Council email changes included adding statements that: offers additional assistance from the school council representative, encourages focus on assessing student learning longitudinally, and recommends outcome alignment with the baccalaureate framework. The council agreed that the amended email should be sent to char, program directors, deans, and assessment council representatives.

Suleiman discussed the progress of the HLC-related document which creates a roadmap for the next HLC accreditation. The document will bring attention to important issues and timeframes required for starting required HLC reports and projects.

Donna stated that the council is still waiting for 11 assessment reports. An email has been sent out requesting the remaining assessment reports within a week so that the council has time to review them and include their review in the annual report to the VCAA.

Donna announced that there will be an additional meeting in April on 4/16/13 at 2:00.

The department of music and the library each were awarded a VCAP grant. Grant proposals from interior design and ILCS were withdrawn.

Suleiman and Stan are working on a document addressing the importance of assessment to present to the Chancellor and the new Vice Chancellor for Academic Affairs.

FUTURE MEETINGS

- 04/16/13
- 04/30/13

ADJOURNMENT

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

Respectfully submitted,

Wanda Johnson
Assessment Staff