Assessment Council Minutes

Indiana University–Purdue University Fort Wayne (IPFW)

January 30, 2012

12:00 P.M., Kettler Hall 101

Agenda

1. Approval of agenda
2. Old business
   a. Review minutes and approve
3. New business
   a. Update from director
      i. Vice Chancellor Assessment Project (VCAP) and mini-grant update
      ii. National Survey of Student Engagement (NSSE) update
      iii. Annual assessment report update
      iv. Department assessment committee communication
      v. Assessment conference
      vi. Election of chair
   b. Campus Assessment issues and concerns at-large
   c. Taskforce reports
      i. IPFW Assessment Community (Deb, Joseph, Susan)
         1. Fellow group list
         2. Liaison group list
         3. Coordinator group list
            a. College of Arts and Sciences (COAS) report update
      ii. Assessment Plan, Report and Annual Report Review (Suleiman, Duston, Barbara, Becky, Cheryl, Julie, Kathleen)
         1. Review assessment report rubric
         2. Assessment report development
      iii. Senate Document (SD) 98-22 Modifications (Suleiman, Duston, Kathleen, Kim)
      iv. Assessment of General Education (Suleiman, Duston, Linda, Susan)
      v. Assessment of Special Programs (Joseph, Julie)
         1. Pilot program
      vi. Annual Conference (Suleiman)
         1. Theme
      vii. Alignment with Baccalaureate Framework (Duston, Barbara, Kim)
      viii. Assessment Website (Joseph, Julie, Susan)
         1. Update report
      ix. Assessment Management System (Duston, Joseph, Kathleen)
         1. Blackboard update
      x. Assessment Handbook (Cheryl, Kathleen, Susan)
4. Adjournment

Present:
1. Suleiman started the meeting at 12:10. Handouts for the assessment handbook were passed out which included: 01/30/12 agenda, 11/29/11 minutes. The VCAP update was previously sent out.
   - Agenda was approved
   - Minutes for 11/29/11 were approved.
2. New Business
   - Suleiman requested the council’s approval to chair the meeting since a new chair has not been found
   - Suleiman reported that ten VCAP and four mini-grants were approved for funding. He also thanked the grant reviewers – Duston Moore, Becky Jensen and Barbara Resch for their outstanding effort and willingness to spend long hours over break to evaluate and comment on 14 proposals
   - The NSSE survey sponsored by IPFW to survey selected freshman and seniors is on track to start 01/31/12, advertising flyers have been posted around campus, announcement emails have been sent to selected students and faculty assistance has been requested
   - The target NSSE population was reduced by about 700 due to students not reregistering or graduating
   - Suleiman asked for the council’s direction on the best strategy to communicate with each school on issues concerning the annual assessment report, each member was asked for the appropriate contact for their area, it was suggested to include a timeline and school assessment model like the one used for COAS on the web for everyone to use as a guide
   - The focus of the assessment office is to encourage, monitor, and assist when requested the annual assessment report process each January
   - There was a discussion on coordinating efforts with the Center for Enhancement of Learning and Teaching (CELT) to provide faculty development training for general education outcome assessment possibly before classes begin in the fall
   - Due to conflicting schedules, it was suggested that next year each member should have an alternate that can attend meetings, this would also provide shadow training for future members, the possibility of having the assessment council being a subcommittee of the EPC was discussed
   - Duston volunteered to be chair, Suleiman will look into accepting the offer
   - There was a discussion on the best way to educate faculty on course outcome assessment, Cheryl provided insight on how the nursing course skills are assessed through testing from a filtered-down approach, Duston suggested to use a common assessment vocabulary
3. Campus Assessment issues and concerns at-large
   - There will be update on the use of Blackboard assessment tools at the next meeting
4. Taskforce Reports
   - IPFW Assessment Community – no report
   - Assessment Plan, Report and Annual Report Review – no report
   - SD 98-22 Modifications – no report
• Assessment of General Education – Duston discussed possible future revisions to General Education outcomes
• Assessment of Special Programs – no report
• Annual Conference – this taskforce will be activated after reviewing everyone’s schedule to determine who can meet at the same time
• Alignment with Baccalaureate Framework – no report
• Assessment Website – no report
• Assessment Management System – no report
• Assessment Handbook - no report

5. The meeting adjourned at 1:30