Assessment Council Minutes
Indiana University–Purdue University Fort Wayne (IPFW)

October 25, 2011
3:00 P.M., Liberal Arts Building 160

Agenda

1. Approval of agenda
2. Old business
   a. Review minutes and approve
3. New business
4. Update from director
   a. Campus Assessment issues and concerns at-large
   b. Taskforce reports
      i. IPFW Assessment Community
         1. Fellow group list
         2. Liaison group list
         3. Coordinator group list
      ii. Assessment Plan, Report and Annual Report Review
      iii. SD 98-22 Modifications
      iv. Assessment of General Education
      v. Assessment of Special Programs
      vi. Annual Banquet
      vii. Alignment with Baccalaureate Framework
      viii. Assessment Website
      ix. Assessment Management System
      x. Assessment Handbook

5. Adjournment

Present:

Acta

1. Donna started the meeting at 3:05. Handouts for the assessment handbook were passed out which included: 10/25/11 agenda, 9/27/11 minutes, 8/30/11 amended minutes, updated taskforce descriptions, proposed Vice Chancellor Assessment Project (VCAP) grant web page, IPFW Baccalaureate Framework insert, and College of Arts and Sciences Best Practices Model for Assessment.
   • Agenda was approved
   • Minutes for 9/27/11 were approved as corrected
2. New Business
• Suleiman gave an update about the preparations for the upcoming NSSE survey next semester
• Suleiman asked the council for ideas on how to spend the NSSE student $2,000 incentive award and suggested getting feedback from students, ideas included cash, electronic devices and gift cards
• Suleiman wants to collect samples of how course or student objectives are currently being assessed so that he can maintain a sense of consistency across the campus when developing assessment guidelines
• Suleiman reminded everyone to finalize their coordinator list
• Suleiman asked for comments on the proposed VCAP grant
• All VCAP comments should be emailed as soon as possible so that it can be announced next month
• Donna announced that the Best Practices handout was provided as a reference for everyone because it was brought up at the retreat last month
• Donna suggested that everyone be aware of any assessment issues and concerns of the campus that can be discussed at each monthly council meeting
• A discussion followed about the lack of support from colleges for encouraging certificate and stand-alone program assessment reports and the granting of wavers
• Assessment reports are required for degree and certificate programs as stated in Senate Document 98-22 and because the student profile varies from each type of degree or certificate
• Donna asked for taskforce reports
• Duston reported for the Assessment of General Education taskforce that their goal is to develop a plan for assessing General Education. They are looking at area 1 because COM 114 is up for assessment in its department cycle and it has a coordinator – Kevin Stoller. They will look at both W131 and W140H.
• Susan discussed the Pecha Kucha form of presentation to consider for a future conference
• Suleiman suggested that the VCAP proposals will be reviewed by at least three reviewers per proposal with a rubric and faculty can resubmit a prior proposal
• Linda suggest starting a book club regarding assessment
• It was recommended that CELT be invited to present at the conference and the possibility of a certificate program for assessment be developed was suggested

3. Before the next meeting, Donna suggested that each high-priority taskforce meet and develop a report for the next meeting
4. The meeting adjourned at 4:02