Office of Assessment

Assessment Council Minutes

Indiana University–Purdue University Fort Wayne (IPFW)

March 19, 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. Assessment report review letter
      ii. Assessment glossary of terms
   iii. Assessment Conference
   iv. NSSE update
   v. Assessment Plans - Theatre
   vi. Assessment report review teams
      1. Suggested Teams and Assignments:
         a. COAS, Liberal Studies - Joseph, Kim, Cheryl, Linda
         b. ETCS, Education and Public Policy – Duston, Becky, Susan
         c. HHS, VPA, Honors – Kathleen, Julie, Deb
         d. DSBMS, General Studies – Barbara
         e. General Education – Suleiman
      2. Location of reports: O:\ASMT\Annual Reports - waiting for review
      3. Missing reports:
         a. COAS – Biology, History
         b. ETCS – CS
         c. DSBMS - Economics
   b. Campus Assessment issues and concerns at-large
4. Good and Welfare
5. Adjournment

Present:

Acta
1. Duston started the meeting at 12:05. Materials for the assessment handbook were passed out which included: 03/19/12 agenda, 02/27/12 minutes, and assessment report template.
   - Agenda was approved.
   - Minutes for 02/27/12 were approved.

2. New Business
   - The report rubric was discussed. Concern for requesting the mission, goals, and objectives on both the assessment plan and report was raised. It was suggested that these items appear in the assessment report for the benefit of the reviewer by stating them in the report or by providing a link.
   - The NSSE survey sponsored by IPFW to survey selected freshman and seniors currently has a response rate of 25%. The last reminder to participate will be March 22.
   - Suggestions for the new assessment report review letter included: reorganizing the paragraphs, making minor editing changes, and establishing a positive tone. The rubric will be revised and distributed to the council for their use.
   - Suleiman is developing assessment report guidelines which will include the report rubric. These guidelines will be attached with the response letter for each certificate and degree program reviewed by the council.
   - Since various departments use different definitions for assessment terms, Suleiman is developing a list of working definitions for commonly used assessment terms for the Office of Assessment. At the beginning of future assessment reports, if the department is not using the Office of Assessment’s definitions, the council will request each department to pre-define their terms to lessen any confusion for the reviewer of the report.
   - The council discussed a recently received assessment plan. It was decided that Sulieman will meet with the department to get more clarification on key ideas in the plan.
   - Sulieman plans on developing a tentative agenda for the assessment conference for the meeting next month. The council suggested the third week of September as a workable date for the conference. Ideas for the focus of the conference included: a speaker, workshop, awards, hands-on training, grant presentations, new HCL accreditation rules, etc.
   - There was a discussion about the lack of showing continuous improvement by addressing previous recommendations in assessment reports. There seems to be a missing reporting mechanism when recommendations are followed up on. Also, the rotation review cycle for outcomes of several years creates a report timing problem.
   - For the next meeting the council agreed to share their list of concerns they found after reviewing the assessment reports.

3. Campus Assessment issues and concerns at-large
   - The update on the use of Backboard assessment tools was postponed to the next meeting.

4. The meeting adjourned at 1:20.