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

August 30, 2011
3:00 P.M., Kettler Hall 178

Agenda
1. Approval of agenda
2. Introductions
3. Old business
   a. Data collection and reporting
      i. Assessment reports for 2010-11 – update
      ii. Assessment plans – update
   b. Campus surveys – update
4. New business
   a. Elect chairperson
   b. Communication to academic units
      i. Assessment coordinators
      ii. Assessment fellows
   c. Senate documents’ updates:
      i. Senate Document 98-22
      ii. Senate Document 99-25
   d. Guidelines for reports and assessment plans
   e. Sub-committees for 2011-2012
5. Other business
6. Adjournment

Present:

Acta
1. Suleiman started the meeting at 3:00. The agenda was passed out and approved. Introductions were made.
2. It was announced that most of the 2011 assessment review letters have been sent out. Those responsible for the remaining letters will be contacted and assisted.
3. Suleiman will make available for the council’s review a listing of the IPFW programs that require an assessment plan and report. Also, a document to collect names of those to be recommended for assessment fellows to assist and guide fellow co-workers in the assessment process will be distributed.
4. The next Assessment Celebration is scheduled for March 28, 2012. Council members were invited to think about any ideas on what they would like to see presented at the event.
5. Steve reported on the results of the last Collegiate Assessment of Academic Proficiency (CAAP) study. The sampling size was too small because there weren’t enough useable senior test scores due to a lack of corresponding Scholastic Assessment Test (SAT) scores for those students. The past study was considered a valuable learning experience to be used in planning the next study. Ideas for locating seniors from the council included student teachers and those taking the capstone classes. It was also suggested that faculty be made aware of the CAAP study ahead of the study semester so that they can include it in their syllabus. Steve offered the strategy that the test be given in the Spring for seniors and Fall for freshman. Steve suggested that the council start planning for the next CAAP study.

6. Suleiman remarked that he is creating an information document about the surveys IPFW participates in that will be shared in the future with the council. He reported on the very impressive results from the recent Student Satisfaction Inventory (SSI) survey. Overall, the students expect more from the university and we are exceeding their expectations.

7. Because of her valuable assessment knowledge and experience, the council recommended that Donna be contacted to see if she will be chairperson this year.

8. Due to the current variety of assessment reporting methods, the council discussed the need for creating: guidelines for assessment plans and reports, rubrics for evaluating reports, and timelines for report review letters. It was suggested that the review letter be sent to the dean with a copy to the area assessment coordinator to ensure that anyone interested in the review would have access to the document. It was decided that future report review letter would be due about two weeks after spring break.

9. Duston reported that general education assessment last year was focused on area VI. This year’s effort will be with assessing whether area II- V outcomes are being met. Senate Document 99-25 on general education needs updated so that there is an alignment with the Baccalaureate Framework which was created in a later document.

10. Suleiman would like the council to make comments on the changes to Senate document 98-22 on assessment. He will make one document available for everyone to use. Many changes reflect the current structure of IPFW.

11. Suleiman commented that the new version of blackboard software has unexplored elements for assessment reporting.

12. Steve reported that the in the future the North Central Association of Colleges and Schools (NCA) review will be changed from a self-study process to an on-going weigh station approach that allows time for continuous improvement and assessment participation. Since the Higher Learning Commission (HLC) is developing proposed revisions to the criteria for accreditation, Suleiman invited everyone to be a part of the forum to comment on them. He will be attending an accreditation regional forum on Sept 8 concerning these revisions.

13. Before the next meeting, Suleiman suggested that everyone think about which taskforce everyone would like to be on this year.