Assessment Council Retreat Minutes
Indiana University–Purdue University Fort Wayne (IPFW)
September 27, 2011
3:00 P.M., Rhinehart Music Center 235

Agenda
1. Approval of agenda – 5 min
2. Introductions – new members – 5 min
3. Old business
   a. Review minutes and approve – 5 min
4. New business
   b. Update from director – 10 min
   c. O: Drive orientation – 5 min
   d. Priority of activities – 20 min
      i. IPFW Assessment Community (Fellow, Liaison, and Coordinator group lists)
      ii. Annual Banquet
      iii. Annual Review Report Process group
      iv. Assessment Plan and Report group
      v. Propose modifications to SD 98-22
      vi. Assessment of General Education Courses
      vii. Assessment management system (Blackboard, or other systems)
      viii. Evaluated alignment of program outcomes with the Baccalaureate Framework
      ix. Identify unique units and develop assessment procedures to help them analyze and use assessment data for continuous improvement of their program
      x. Review and update IPFW Assessment Handbook posted on the web
5. Develop working group member list -10 min
6. Assessment office support for working groups – subfolder with schedule, minutes, etc – 5 min
7. Working groups and reports – remainder of time
8. Schedule follow up – 5 min
9. Adjournment at 7:00

Present:

Acta
1. Donna started the meeting at 3:00. An assessment handbook for each member was passed out and introductions were made.
   • Agenda was approved
   • Minutes for 8/30/11 were approved as corrected
2. New Business
• Donna spoke about the plan and strategy to accomplish the goals of this year’s assessment council
• Suleiman gave a report on the Higher Learning Commission (HLC) meeting that he attended
• HLC is moving toward virtual visits with shorter time frame possibly every 4 years
• We may need to submit an initiative to the HLC which details an improvement project for their approval within 2 to 3 years
• The HLC review is becoming more of a continuous process with improvements made along the way rather than a visit every 10 years
• We might be following the Open Pathway cycle
• Comments for the Beta version are due by November 15
• Changes to SD 98-22 should reflect the HLC updates
• The Office of Assessment will help support anyone wanting to attend HLC meetings in Chicago
• Look for software that is currently used at IPFW for assessment
• There could be a structural connection between the assessment reporting process and software availability
• There was a demonstration on the use of the O: ASMT folders
• The O: ASMT folder can be used to keep the assessment handbook current and for sharing documents in the WIP-Taskforce (workarea)
• The taskforce group list was prioritized

3. Develop working group member list
• IPFW Assessment Community – Donna, and Susan
• Assessment Plan, Report and Report Review - Barbara, Becky, Cheryl, Duston, Julie, Kathleen, and Donna
• Propose modifications to SD 98-22 – Donna, Duston, Kathleen, and Kim
• Assessment of General Education courses – Duston and Linda
• Assessment of Special Programs – Donna, Joseph, and Julie
• Annual Banquet/Conference – Becky, Cheryl, Donna, and Linda
• Evaluate Baccalaureate Framework alignment - Barbara, Donna, Duston, and Kim
• Website Evaluation – Joseph, Julie and Susan
• Assessment management system – Duston, Joseph, and Kathleen
• Review and update web Assessment Handbook – Cheryl, Kathleen, and Susan
• Suleiman, Steve and Donna will serve as a resource

4. The Assessment office will provide assistance for the taskforce groups

5. After dining, the Assessment of General Education and Assessment Plan, Report, and Council Report Review taskforce groups met and reported back to the group
• Each group will share a summary at the next meeting
• Susan and Julie are preparing session summaries to post in the taskforce folder

6. Before the next meeting, Donna suggested that each taskforce meet and develop a report for the next meeting

7. The meeting adjourned at 7:00.