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 report rubric
      iii. School Assessment Committees
      iv. Assessment Conference
      v. Assessment Certificates and Appreciation Luncheon
      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
            b. Campus Assessment issues and concerns at-large
4. Good and Welfare
5. Adjournment

PRESENT:

ACTA
1. Duston started the luncheon meeting at 12:17 in Rhinehart 235. Materials for the assessment handbook were passed out which included: 04/30/12 agenda, 03/19/12 minutes, assessment report rubric, and assessment report templates.
   - Agenda was approved.
   - Minutes for 03/19/12 were approved.

2. New Business
   - Suleiman stated that the assessment review letter will acknowledged the writer’s assessment efforts, possibly in the form of a list of strengths and weaknesses. The report rubric and guidelines will be attached. These attachments can be utilized as a reference when writing future reports. Concern for the number of reviewers for each program was made. The letters will be reviewed and signed by both the Assessment Council chair and director. A suggestion was made to draft a list of council member responsibilities.
   - Final draft recommendations for the report rubric were discussed. Suleiman expressed a desire to keep it comprehensive and self-contained. Items 1 – 3 are background information for the reviewer. Concern for requesting the mission statement (item 1) on the assessment report was raised. It was voted to keep the mission statement on the rubric – 8 in favor, 2 opposed.
   - Suggestions for streamlining next year’s assessment report review process included: increasing efforts in obtaining the assessment reports on time, finalizing the report rubric, creating report checklists and guidelines, and establishing timelines.
   - In addressing the issue of reviewing previously evaluated reports, Suleiman stated that each college has its own assessment processes. Steve added that it’s the function of the Assessment Council to provide the university level review. It will be recommended as a best practice to the deans to establish a college assessment committee. There will be a meeting set up to work closely with COAS to streamline the council and COAS rubrics, address missing reports, and focus on continuous improvement.
   - There was a discussion about the lack of departmental outcomes lining up with the baccalaureate framework. It was noted that this alignment was not addressed in assessment Senate Document (SD) 98-25. Steve reminded everyone that since SD 05-8, which addresses the baccalaureate framework, was written after SD 98-25. It has not been updated or maintained along with other senate documents. He also stated that the bulletin, which is updated annually, contains the most recent mission statements and outcomes. Deb added that she felt there was no resistance in COAS in establishing the alignments and that the assessment authors see the value in the alignment process. Linda stated that the General Education Subcommittee just finished a project which aligns the General Education outcomes for each area with the baccalaureate framework. These documents are posted on the General Education website.
   - The council discussed the cycle of assessing outcomes, especially in departments with few graduates. Suleiman noted that in terms of collecting assessment data versus analyzing the data, there probably wasn’t a need to analyze the results every year but, the focus should be on collecting enough data for future assessment for program improvement.
   - Suleiman stated that the assessment office is working on the Fall Assessment Conference agenda. A draft will be sent soon for the council’s review. The office will be coordinating efforts with COAS and CELT.
- Steve passed out certificates of appreciation to those members who have completed a three year term on the council.
3. Duston reported on the Statewide Transfer General Education Implementation Team meeting. He said that there was a clear split between those members who represent a learning-objectives driven General Education program and those who represent a discipline driven program.
4. Campus Assessment issues and concerns at-large
  - None
5. The meeting adjourned at 1:21.