Assessment Council Minutes

Indiana University–Purdue University Fort Wayne (IPFW)

November 29, 2011

3:00 P.M., Rhinehart Center 235

Agenda

1. Approval of agenda
2. Old business
   a. Review minutes and approve
3. New business
   a. Update from director
      i. Election of chair
      ii. Schedule for next semester – week before class starts
      iii. VCAP and mini-grant update
      iv. Podcast training
   b. Campus Assessment issues and concerns at-large
   c. Taskforce reports
      i. IPFW Assessment Community (Donna, Joseph, Susan)
         1. Fellow group list
         2. Liaison group list
         3. Coordinator group list
            a. COAS report update
      ii. Assessment Plan, Report and Annual Report Review (Suleiman, Donna, Duston, Barbara, Becky, Cheryl, Julie, Kathleen)
         1. Review assessment report rubric
         2. Assessment report development
      iii. SD 98-22 Modifications (Suleiman, Donna, Duston, Kathleen, Kim)
      iv. Assessment of General Education (Suleiman, Duston, Linda, Susan)
      v. Assessment of Special Programs (Donna, Joseph, Julie)
         1. Pilot program
      vi. Annual Conference (Suleiman, Donna, Becky, Cheryl, Linda)
         1. Theme
      vii. Alignment with Baccalaureate Framework (Donna, Duston, Barbara, Kim)
      viii. Assessment Website (Joseph, Julie, Susan)
         1. Update report
      ix. Assessment Management System (Duston, Joseph, Kathleen)
         1. Blackboard update
      x. Assessment Handbook (Cheryl, Kathleen, Susan)
4. Adjournment

Present:
1. Suleiman started the meeting at 3:10. Handouts for the assessment handbook were passed out which included: 11/29/11 agenda, 10/25/11 minutes, updated Fellow and Coordinator list, Fellow letter, Fellow Application, Fellow Program, and VCAP update.
   - Agenda was approved
   - Minutes for 10/25/11 were approved as corrected

2. New Business
   - Suleiman introduced and welcomed Deb Huffman as the new COAS representative on the council
   - Suleiman started a discussion on who would like to be chair
   - Updated schedules for next semester are due the week before classes start in January
   - An update on submitted VCAP and mini-grant proposals was given
   - Discussion on how to evaluate the grant proposals - either a separate taskforce or the whole council, Duston, Barbara, and Becky volunteered to be on the taskforce, the authors will be notified by the end of January, grant procedure recommendations are requested by January
   - Suleiman gave a summary of the assessment Podcast training, the key to successful podcasting is having constant content, we will revisit this form of sharing assessment information next year
   - Duston suggested to use podcasting also as a way to build a library of assessment resources

3. Campus Assessment issues and concerns at-large
   - It was suggested to invite a representative from CELT to the next meeting to discuss their assessment certificate and coordinate assessment training efforts to spread the word that assessment is part of the job and it can be kept simple with some advanced planning especially new faculty

4. Taskforce Reports
   - IPFW Assessment Community – the Coordinator list is almost finished, Deb offered to look into the COAS programs which are unresolved
   - Assessment Plan, Report and Annual Report Review – the annual report guideline is currently being developed and once approved by the council will be distributed with the annual report reminder email, the goal is to have everyone use a simple, similar reporting format so that a rubric can be developed to be used by the council when reviewing the annual assessment reports and to keep to reports to a reasonable size
   - SD 98-22 Modifications – due to the volume of changes, Suleiman and Steve are working on a new document to supersede the senate document, the taskforce will be activated in the future to review this document
   - Assessment of General Education – Duston reported that progress has been made in coordinating efforts to assess Com 114, W 131, and W 140H
   - Assessment of Special Programs – no report
   - Annual Conference – this taskforce will be activated and suggestions for a theme are requested
   - Alignment with Baccalaureate Framework – no report
   - Assessment Website – no report
   - Assessment Management System – no report
- Assessment Handbook - no report

5. The meeting adjourned at 4:40