ASSESSMENT COUNCIL MINUTES
INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE
SEPTEMBER 20, 2012

AGENDA
1. Election of chair
2. Approval of agenda
3. Old business
   a. Review 4/30/12 minutes and approve
4. New business
   a. Update from director
      i. Distribute Assessment Council notebook
      ii. Introduction of new members
      iii. Meeting times
      iv. Responsibilities and Duties of Assessment Council Members and alternate
      v. Assessment Certificates and Appreciation Luncheon
      vi. Assessment report update
   b. Announcements
      i. Assessment Professional Development Day – 9/27/12
      ii. AAC&U Level of Assessment Booklet
5. Good and Welfare
6. Adjournment

PRESENT:
S. Ashur, D. Moore, L. Wright-Bower, K. Murphey, K. McDonald, C. Gurgur, Stan Davis, W. Johnson

Absent: D. Holland, J. Hook, B. Resch, S. Anderson, M. Cooper

ACTA
1. Suleiman started the meeting at 12:06 in Science Building 176. Materials for the assessment handbook were passed out which included: 09/20/12 agenda, 04/30/12 minutes, Responsibilities and Duties of Assessment Council Members, Creating a Mission Statement, and member list.
   • Assessment notebooks were distributed to new members.
   • Agenda was approved.
   • New members, Stan Davis and Cigdem Gurgur, were introduced.
   • Donna Holland was nominated by Duston and elected by acclamation to be chair.
   • Minutes for 04/30/12 were approved.
2. New Business
   - The Responsibilities and Duties of Assessment Council Members document will be discussed at the next meeting after members have had a chance to review it, keeping in mind that it may be added to a revised Senate Document 98-22. Suleiman will send the council a list of duties for the Director of Assessment position.
   - The council is still struggling to find a time when everyone can meet. Other possibilities discussed included: meeting after 5:00, having two monthly meetings, and sending an alternate.
   - The possibility of using Novell Vibe for storage of Assessment Council documents instead of the current O: drive folder will be discussed at a future meeting.
   - Suleiman stated that he hopes to have a draft version of the guidelines and rubrics for the annual assessment report and plan for the council to review in the next few weeks. The new documents are being designed with user flexibility and council member suggestions in mind. Simulated-use of the documents is planned.
   - In order to create consistency on campus, the Creating a Mission Statement was reviewed as an optional Assessment Office resource that could be utilized by departments revising their mission statements.
   - Suleiman gave an update on the Higher Learning Commission’s New Open Pathway for reaffirmation of accreditation. The Open Pathway features a ten year cycle with a focus on both assurance and quality improvement. The assurance reviews in years 4 and 10 includes a 50-page focused Assurance Document affirming the meeting of criteria for accreditation and the use of the HLC electronic Assurance System for supporting evidence. The Open Pathway also includes a Quality Initiative where the campus selects an improvement project that focuses on institutional innovation and improvement. By the end of the year, either the Standard or Open Pathway will be selected.
   - Duston lead a general discussion on the progress implementing Indiana’s Statewide Transfer General Education Core.

3. Announcements
   - Suleiman reminded everyone that Assessment Professional Development Day is next Thursday, September 27, 2012. Registration is still open for each session.

4. The meeting adjourned at 1:10.