Assessment Council Minutes

Indiana University–Purdue University Fort Wayne (IPFW)

February 27, 2012

12:00 P.M., Kettler Hall 101

Agenda
1. Approval of agenda
2. Old business
   a. Review minutes and approve
3. New business
   a. Update from director
      i. Assessment Council chair
      ii. National Survey of Student Engagement (NSSE) update
      iii. Assessment report rubric
      iv. Assessment report review teams
         1. Suggested Teams and Assignments:
            a. College of Arts and Sciences (COAS), Liberal Studies Program - Joseph, Kim, Cheryl, Linda
            b. College of Engineering, Technology and Computer Science (ETCS), and College of Education and Public Policy (CEPP) – Duston, Becky, Susan
            c. College of Health and Human Services (HHS), College of Visual and Performing Arts (VPA), and Honors Program – Kathleen, Julie, Deb
            d. Doermer School of Business (DSBMS) and General Studies Program – Barbara
            e. General Education Program – Suleiman
         2. Location of reports: O:\ASMT\Annual Reports - waiting for review
3. Missing reports:
   a. COAS – Biology, History
   b. ETCS – Computer Science, Manufacturing and Construction Engineering Technology and Interior Design (MCET), Division of Organizational Leadership and Supervision (OLS) - graduate
   c. General Education
   b. Campus Assessment issues and concerns at-large
4. Good and Welfare
5. Adjournment

Present:

Acta
1. Suleiman started the meeting at 12:05. Materials for the assessment handbook were passed out which included: 02/27/12 agenda, 01/30/12 minutes, assessment report rubric, and team degree lists.
   - Agenda was approved.
   - Minutes for 01/30/12 were approved.

2. New Business
   - Suleiman announced that he received authority to add Duston Moore as a council member who will represent the Vice Chancellor for Academic Affairs (VCAA).
   - The NSSE survey sponsored by IPFW to survey selected freshman and seniors currently has a response rate of 22%. This percentage compares favorably to the 2009 rate of 12% at the same time. Fliers will be posted again in March to encourage participation.
   - Suleiman reviewed Senate Document 98-21 and departmental web pages and found a lack of consistency in the way the terms such as mission, vision, goals, objectives and outcomes are being used and defined. He suggested that the council define a set of common assessment terms that can be utilized in our assessment documents such as rubrics, guidelines, correspondence, etc.
   - Suggestions for the new assessment report rubric included: more room for comments, a revised rating system (best practices, meets, needs improvement, missing, and not applicable), creating a separate section for prior year items, and separating undergraduate and graduate degrees. The rubric will be revised and distributed to the council for their use.
   - Suleiman is developing a report response letter template for use by the report teams. One of the first paragraphs should relate assessment terms to each school's terms. The response letter doesn’t need to be detailed since the rubric wasn’t distributed in advance. Deb agreed to share a couple of the COAS response letters as examples.
   - The team degree list will be updated by removing the checklist. Since the associate degree is being phased out, Suleiman will check to see if it needs to be assessed and get a clarification on the assessment cycle.
   - Suleiman praised the COAS assessment team for their suburb job of assessment review as evidenced by their excellent and thorough response letters for each COAS department.

3. Campus Assessment issues and concerns at-large
   - There will be update on the use of Blackboard assessment tools at the next meeting.

4. The meeting adjourned at 1:30