

## **Assessment Council Meeting**

Wednesday, January 12, 2005

2:30 - 3:45 p.m.

Bogle Conference Room

**Present:** Angela Becker, Kelly Brown, Sharon Calhoon (Chair), Dmitriy Chulkov, Lori Collins, Mary Hansen, Nadene Keene, Gail MacKay, Donna McLean, Sue Ridlen, Kathy Ross, Aimee Sadler, Allen Safianow, Ellen Sigler, Robin Symonds, Bridget Whitmore, Earl Wysong, Marcia Andersen (secretarial support)

### **Introductions**

#### **Faculty Senate Assessment Committee (FSAC)**

Mary Hansen, FSAC chair, reported that FSAC will accept and review assessment reports that were due fall 2004. FSAC may bring a motion to Faculty Senate to suspend operation of the FSAC, as FSAC members felt that the activities of the CTLA and the Assessment Council (AC) would overlap. Chulkov stated that most of the members of the FSAC are also on AC. He stated that FSAC members believed that faculty oversight of assessment already occurs within departments and academic programs, and that there was no need for a faculty senate committee to insure faculty purview over assessment of student learning. He also cited Faculty Senate By-Law 3.8, "Ultimate responsibility for administration of the assessment program at Indiana University Kokomo will rest with the Vice Chancellor for Academic Affairs."

#### **Assessment Calendar**

A proposed calendar for carrying out assessment activities was distributed and discussed. Wysong asked whether AC could approve a calendar if Faculty Senate already had determined when assessment reports are due. If FSAC elects to continue to operate, it can determine when it must receive assessment reports. AC, as an Academic Affairs committee, can determine what assessment information it wants to receive, and when.

McLean and Ridlen asked how the calendar would affect assessment activities already underway, specifically, the general education assessment initiative in the School of Arts and Sciences. The SOAS assessment initiative, at this point, consists of data collection, which the calendar specifies is ongoing throughout the year. This calendar would not conflict with that initiative.

Chulkov and Sigler expressed concerns about whether departments and programs would be ready to submit an assessment plan by March 31, as specified in the calendar. For instance, there is as yet no format for plans. It is anticipated that such a format will be developed by a subcommittee of the AC, which would be discussed and approved at the next AC meeting February 23. As many departments are already working on assessment plans, it is anticipated that most would be able to submit a plan by March 31.

The calendar includes a date in January or February in which feedback on assessment results from the previous academic year would be disseminated to the campus community and other stakeholders. AC will determine time and format for these activities.

Sue Ridlen moved to accept the assessment calendar as presented. The motion was seconded. It passed on a unanimous voice vote. Calhoon asked all members to disseminate the calendar (with explanations) to the departments/programs/units they represent. The calendar will also appear on the CTLA assessment website.

## Subcommittees

To make the work of the AC more efficient, and still allow as much participation in decision-making as possible, Calhoun proposed forming four subcommittees. Subcommittees would meet separately to plan and make recommendations. Their plans and recommendations would be brought to the full Council for discussion and vote.

Proposed subcommittees:

1. *General Education Assessment Subcommittee* will assist the CTLA director and staff in
  - a. providing guidance to and oversight of general education assessment
  - b. reviewing general education assessment plans and reports
  - c. serving as consultants/liaisons to faculty conducting general education assessment
2. *Co-curricular Activities/Support Units Subcommittee* will assist the CTLA director and staff in
  - a. providing guidance to and oversight of assessment of co-curricular units' activities as they relate to IU Kokomo's student learning mission (including advising, student activities, information technology, CTLA)
  - b. reviewing assessment plans and reports from co-curricular units
  - c. serving as consultants/liaisons to these units
3. *Program Assessment Plans Subcommittee* will assist the CTLA director and staff in
  - a. developing a standard format for academic program assessment plans
  - b. reviewing assessment plans
  - c. making recommendations to academic departments regarding their program assessment plans
4. *Program Assessment Reports Subcommittee* will assist the CTLA director and staff in
  - a. developing a standard format for academic program assessment reports
  - b. reviewing assessment reports
  - c. making recommendations to academic departments regarding their assessment reports

AC members agreed to the concept of subcommittees, and had no suggestions for a different way of organizing their work. AC members indicated on index cards their first and second choice of assignment. Subcommittee members are:

<b>General Education</b>	<b>Co-Curricular</b>	<b>Program Plans</b>	<b>Program Reports</b>
Keene	Brown	Collins	Becker
MacKay	Ridlen	Hansen	Chulkov
McLean	Sadler	Whitmore	Safianow
Symonds		Wysong	Sigler

## Action Items

1. Members will distribute and explain assessment calendar to the departments/programs/units they represent.
2. Program Plans Subcommittee will meet to develop a draft format for assessment plans to bring to AC at Feb 23 meeting.

## Next Meeting

2:30 - 3:45 p.m. Wednesday, February 23, 2005 in Bogle