

**Assessment Council Meeting**  
**November 19, 2008**  
**2:30p.m.**  
**Havens**

**Present:** Sharon Calhoun (Chair), Christian Chauret, Mary Hansen, Scott Jones, Raul Mosley, Robin Symonds, Dmitriy Chulkov, Ellen Sigler, Bridget Whitmore, Kat Widman, Kathy Ross, Kat Widman, Marcia Andersen (secretarial support)

**Approval of Minutes**

The Minutes of October 10, 2007 were read and a correction made to add Dmitriy Chulkov to the list of members attending. Mosley moved to approve the minutes, Sigler seconded. Minutes approved as amended, 11- yes, 0-no.

**Assessment of student learning and Academic Affairs**

Interim Vice Chancellor for Academic Affairs Steve Sarratore spoke on the importance of assessment of student learning for the campus. While most programs currently use information from assessment to improve student learning within the program, Interim VC Sarratore is interested in using assessment information, along with information from other sources (e.g., program review), to inform campus-level decision making in areas such as resource allocation. He plans to read all assessment reports from academic units. The focus will continue to be on using assessment for improvement of student learning within programs and throughout the institution.

**Update on assessment reports received (See Appendix A)**

Christian Chauret reported the Biology Report is almost done and Chemistry is semi done. They are seeking information on prior BIPH plans; Calhoun will send them that information via email.

**Assessment in campus strategic plan (Appendix B)**

**Review of assessment processes**

Assessment Council is charged with review the assessment processes we are currently using, including timetable (calendar), format for assessment plans and reports, subcommittee structure, and whether or not we continue to use peer review.

Council members expressed considerable concern regarding the timing of when plans and reports are due, with mid-semester being a very busy time. No consensus was reached on a better time. The discussion included these ideas: Assessment plans need to be completed in sufficient time for faculty who will be teaching fall courses involved in assessment to order textbooks and plan their schedules. Assessment plans may also impact which courses will be offered (and vice-versa). Many units do not turn in their assessment materials at the due date because they know that the subcommittees who review those plans or reports will not need them until nearer to the end of the semester. Not knowing when plans or reports will arrive makes it difficult to schedule subcommittee meetings or to return information to units in a timely manner.

Council members were generally favorable toward having programs submit a three-year assessment plan rather than a yearly plan upon approval (criteria for such approval would need to be developed). Assessment reports would continue to be submitted annually.

Council members also supported discontinuing peer review of assessment plans and reports for most long-standing programs, though the CTLA director would continue to review these as they are received.

Council will decide in a future meeting whether to change the deadlines for assessment plans and reports.

Council will meet in January, February, and March, with the goal of completing the review of processes and making any recommendations for changes in the March meeting. (Any changes in processes for Assessment Plans would be made by February.)

**Campus-Level Assessment Reporting**

The campus strategic action plan also calls for the CTLA director, Assessment Council, and the Faculty Senate Assessment Committee to “research other institutions’ all-campus assessment reports to determine effective ways to report on student learning at IU Kokomo.” This will be a topic of a future Assessment Council meeting.

The meeting adjourned at 4:00p.m.