

**Assessment Council Meeting**  
**Wednesday, November 16, 2005**  
**2:30-3:45 p.m.**  
**Bogle Conference Room**

**Present:** Aimee Ash, Angela Becker, Sharon Calhoon (chair), Dmitriy Chulkov, Lori Collins, Mary Hansen, Scott Jones, Nadene Keene, John Stachacz (for Gail MacKay), Donna McLean, Sue Ridlen, Chris Rivers, Kathy Ross, Allen Safianow, Ellen Sigler, Robin Symonds, Bridget Whitmore, Earl Wysong, Chris Rivers, Marcia Andersen (secretarial support)

**Absent:** Sue Hendricks, Kelly Brown

**Introduction of New Assessment Council Member**

Sharon Calhoon welcomed Chris Rivers, new member. Chris represents Information Technology.

**Approval of Minutes**

Ellen Sigler moved to approve the minutes of September 28, 2005; seconded by Bridget Whitmore; minutes were approved (16-yes, 0-no).

**Update from Program Reports Subcommittee**

Ellen Sigler reported for the Program Reports subcommittee. The reports were due by October 31, 2005. As of Nov. 16, 2005, four reports have been submitted; three will be late; four will not be submitted because no data were collected. The subcommittee is developing a checklist for reviewing reports. Two subcommittee members will review each report. (Sharon will review all reports.) The subcommittee will write a final report and submit it to the Faculty Senate Assessment Committee. As chair of the FSAC, Ellen will speak to the Faculty Senate about this process.

**CTE Funds Update and request for suggestions how best to use the money and process the requesting money**

We have finally gotten approval from Bloomington to use the unspent Commitment to Excellence funds from prior years. Up to \$30,000 of one-time money has been approved to support assessment, to be earmarked to support training and consultation in assessment. All funds must be spent by June 30, 2006.

Council suggested that the funds could be used to send faculty to assessment conferences, including disciplinary conferences which have an assessment component and that departments may wish to use the funds to bring in a consultant with expertise in their discipline.

Council decided that interested individuals should submit a proposal by February 1, 2006, stating what they would like to use the money for and how it will benefit them. Sharon will develop a simple proposal and share it with Council members.

Council members are responsible for taking this information back to their units.

### **Center for Teaching Learning and Assessment Website Update**

Kathy Ross explained all of the new improvements that have been made to the CTLA Assessment Web Site, [www.iuk.edu/~koctla/assessment](http://www.iuk.edu/~koctla/assessment)

The site contains forms (the form for submitting a proposal to use CTE funds will be posted there), definitions of assessment terms, AAHE's "Nine Principles of Good Practice for Assessing Student Learning," and other resources.

We are developing a list of discipline-specific online resources for assessment—if Council members know of such resources, please send the link to Kathy Ross.

### **Feedback Regarding Assessment to Campus Community**

An aspect of assessment that has been somewhat neglected on this campus is the dissemination of assessment results to IU Kokomo stakeholders (students, faculty in other departments, community members).

Suggestions from the Council for sharing assessment results included placing information on the web, holding a poster session where departments could share interesting assessment projects and results with students and faculty, placing articles in campus publications such as Bridges and the *Annual Report*, and creating a PowerPoint presentation for community groups.

Concern was expressed about having to write different reports for different audiences or purposes. Posters allow faculty to talk to each other about what they did, and could be reusable—e.g., besides displaying them at a one-time poster session, they could be displayed prior to Convocation, at a meeting of the Board of Advisors, at VIP Day, etc. Web-based presentations would allow stakeholders to view the results at a time convenient for them.

Council agreed that the place to start is with the all-campus assessment report that the Reports Subcommittee will write. We will also explore the possibility of posting individual assessment reports on our website, and Council members will consider the possibility of creating a poster with highlights of their assessment findings.

Meeting adjourned at 3:40.