Assessment Council Meeting 2018-12-14
Federal Hall room 222 9:00 am

Present: Shelley Arvin; Christopher Fischer; Edith Wittenmyer; Eric Hampton; John Sare; Laura Froelicher

Absent: Kelley Woods-Johnson; Andreas Kummerow; Brian Stone; David Nichols; Denise Collins; Gregory Bierly; Jason Johnson; Joe Harder; Malea Crosby; Susan Powers; Yasenka Peterson; Ogechukwu Ekwealor

1. Welcome
	1. Quorum was not present.
	2. Review & approval of the minutes. Edits were solicited. Wittenmeyer was absent at the November meeting.
2. Reports
	1. Chair’s Report
		1. Student Artifact Repository.
			1. MS Access database prototype was built. It will be housed on the L Drive. Developing a front end web interface. Also, the project requires a secure resource which contains primary key data (991 number linked to artifact). When uploading an artifact, the system will rename it to a new unique file name in database prototype.
			2. Future work will include sharing the database with the Assessment Council for review and establishing a procedure and responsibilities entering and maintenance. The following questions may be considered: Who will provide and maintain data? What will professors do to submit artifacts and provide metadata? Who will be responsible for maintaining the data? When someone wants student artifacts, what process will be followed to approve and extract artifacts and data? Who will provide oversight? Who has access? How do we keep all work manageable?
		2. Co-curricular Outcomes and Report documents will be presented at the following governance meetings.
			1. Staff Council meeting, January 10, 2018, at 10:30 am, Dede III (Arvin)
			2. Senate meeting, January 17, 2018, at 3:30 pm, Dede III (Arvin, KWJ)
	2. Coordinator’ Report. Woods-Johnson submitted a written report.
		1. SOAS Reports. Additional reports recently submitted; participation total to 89%. Evaluation continues with deadline moved to end of January due. Student Success Council timeline adjustments; Part 1 feedback can be delivered in advance per request. Associate Deans notified. Compiled data on closing the loop will be shared at Board of Trustees meeting, including specific examples pulled from programs in each college (Chemistry, D Athletic Training, Comm Disorders BA/BS, Adult & Career Ed, Insurance Risk Mgmt)
		2. Program Review Working Group. First meeting will be January 15.
		3. Co -Curricular Assessment. Woods-Johnson will be meeting with all units in Student Success and the Career Center in January to begin work on their AY 19-20 assessment plans.
		4. Assessment Resource of the Month: Association for the Assessment of Learning in Higher Education (AALHE) resources & webinars: <https://www.aalhe.org/page/Webinars>
		5. Dates & Deadlines. January 10, 9:00 am. Jumpstart January Assessment session, FCTE.
	3. Members Reports. None.
3. Old Business
	1. Co-Curricular Assessment
		1. Hampton and Fischer recommended the Senate presentation should endeavor to help senators understand how this information is useful to faculty. How might it help the faculty mission. How might it help curriculum. Some other Assessment Council members are serving on Senate and are likely to be present.
4. Strategic Planning
	1. Arvin reiterated that the strategic planning process was an effort for the Assessment Council to re-evaluate and to assess itself. Establishing goals, setting targets, recommending resources and measurements of success mirror the assessment plans of campus units. The Council could recommend that ISU continue its current course of support or it could suggest new directions and strategies.
	2. Hampton: Assessment Day wasn’t super exciting. Goal 1 and 2 are trying to build buy in. Is there a way to make assessment day more exciting? Share. Here is the data we have, what does it mean. Invite departments to be presenters and advertise around that.
	3. Fischer: How are FCTE workshops advertised? Tuesday e-mails. Global e-mail. How expand beyond the normal core of assessment workshops. Has any program dynamically changed?
	4. Workshop strategies may be changed. Bring assessment committee to a workshop. Request specific faculty to provide an assessment session per year. Send targeted invitations to individuals and units to encourage attendance to assessment training. Maule and Ann Ryder thinking about streamlining assessment or thinking through things to do.
	5. Hampton: Consider how to make assessment easy for individuals, faculty, and units.
	6. But some colleges may have different assessment issues than others. Different accreditation needs. Colleges of Business, HHS, and Education may need different things. They are guided by different accreditation standards.
	7. Crosby asked if it was known which departments were doing poorly. The Assessment Coordinator knows. Chemistry-Physics Department has great assessment program. Psychology Department has robust assessment program. Some departments THINK they are doing well but they are not. Feedback is important.
	8. A question was raised whether the Assessment Council should bother to make recommendations which may not be funded. It was argued that the Assessment Council was put into existence in order to make recommendations to the university regarding how to foster successful assessment at ISU. It is up to the Assessment Council to make a strong case for its recommendations. Then the ISU Administration can decide.
	9. Hampton: Where does ISU assessment want to be in ten years? The campus needs to think about this question. Look toward long-term progress.
5. New Business. None.

V.Announcements

a. HLC 2020 website is live: <https://www.indstate.edu/hlc2020>

b. John Sare announced he has a new job and will be leaving ISU. His last day will be in early January. Sare stated he enjoyed working with all of you. Tremendously rewarding experience. Encourage you all to continue work with co-curricular assessment. He emphasized the need for Student Affairs to take a leadership position on co-curricular assessment. Nationally, Student Affairs units tend to dislike assessment. Hold them accountable.

VI. Adjournment at 10:58 am.