

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Minutes of Meeting
10 May 2006**

Members Present:

Harley Baker
Frank Barajas
Trae Cotton
Marti DeLaO
Therese Eyermann
Ernie Gonzalez
Leah Kirklin
Steve Lefevre
Dennis Muraoka – Chair

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 5/10/06 meeting was approved.

Approval of Minutes

The minutes for the 4/5/06 meeting were approved.

Assessment Council Chair Report

WASC: The final WASC Capacity and Preparatory Review report has been received. One of the areas of interest for the WASC visiting team was the role of Assessment Council. To date, the Assessment Council has provided support for the assessment efforts made by the Vice President's of the various divisions.

Dennis shared an idea he had to expand the Assessment Council's role. He is suggesting that the Assessment Council become a more active body by conducting periodic reviews of assessment activities within each division. Each year one division would be identified for review and an Assessment Council sub-committee would be formed, including an outside expert. The division would provide a report on assessment in their area to the sub-committee. The sub-committee would "visit" the division and create their own report.

Eventually, a report containing the self-assessment of the division and the external review would go to the President for comment.

If this new practice is adopted, the Assessment Council would need to spend the upcoming academic year developing procedures and timelines.

Those present at the meeting responded positively to this idea and agreed that Dennis should talk with President Rush and our Assessment consultant later this month to get their thoughts.

CSUCI Assessment Council Annual Report: Dennis has drafted a report on Assessment Council Activities for the last year, which he reviewed with the group. Once revisions are made, the report will be submitted to President Rush.

Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report

The address of the Clearinghouse for Institutional Research simply needs to be added to the CSUCI website. This group needs to begin to think about how best to introduce this new functionality to the campus community.

Technical resources working on the calendaring/scheduling functionality were pulled for a time to work on a global campus issue. Work is scheduled to resume over the summer.

Assessment Activities Reports

Steve Lefevre (Academic Affairs)

- The Facilitating Graduation site visit went well and a final report has been received. The report was favorable to the campus and efforts to expedite student graduation. A few suggestions for improvement were made, however nothing that was unexpected.

Harley Baker (Academic Affairs)

- It has been determined that each academic program has a viable academic plan. Work needs to be done on how best to analyze the assessment data.
- Faculty will be working over the summer to complete mapping of general education criteria to learning outcomes.

Marti DeLaO (Advancement)

- Nothing to report

Leah Kirklin (Finance & Administration)

- Caroline Doll is working on the Avian Flu Business Continuity Plan.
- The Balanced Scorecard quality survey for Procurement has been completed.

Therese Eyermann (Office of the President)

- There are plans to institute 360° evaluations for the support staff in this office.

Other Business

Based on a suggestion made by the WASC team, we need to give some thought to term limits for members of the Assessment Council.

Next Meeting

Currently there are no summer meetings scheduled.