

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Meeting Minutes
6 February 2008**

Members Present:

Harley Baker
Marti DeLaO
Caroline Doll
Therese Eyermann
Dennis Muraoka

Guests:

Nancy Gill
Natalie Kiunke (on behalf of Ernie Gonzalez)
Ed Nuhfer

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 2/6/2008 meeting was approved.

Approval of Minutes

The minutes for the 12/5/2007 meeting were approved.

Communications & Marketing 2008 Baseline Market Research Survey – Nancy Gill

Nancy Gill discussed a plan to enlist a consultant to conduct a baseline market research survey for the university that she hopes will be completed by the end of the spring semester. The council provided Nancy with some suggestions and asked her to return when she receives the survey results.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans

The council considered the latest draft of the Review of Divisional Assessment Plans Procedures. A few suggestions were made and Therese will make the necessary revisions.

In an effort to move towards final approval of the document, Therese will present the latest draft at the upcoming President's Cabinet meeting and solicit their comments.

University wide software solution

Further discussion took place on a matter Maureen McQuestion brought to the November 2007 meeting regarding selection of a university wide software solution to address polling, surveying and elections.

The Assessment Council ultimately determined that there were other groups on campus better suited to make such a determination for the university. Therese offered to communicate this outcome to Maureen on behalf of the group.

Assessment Activities Reports

Therese Eyermann (Office of the President) – There are plans to include the front office staff in the regular assessment tasks performed by the Office of the President.

Caroline Doll (Finance & Administration) – Food Services is currently conducting a survey of all faculty, staff and students. Various other groups within Finance & Administration have volunteered to take part in CSU systemwide surveys later this year.

Harley Baker (Academic Affairs) – Harley introduced Ed Nuhfer, to whom he has begun to transition assessment responsibilities for Academic Affairs.

Marti DeLaO (University Advancement) – With the departure of Marty de los Cobos as the Vice President for University Advancement, the group is awaiting the naming of his replacement before moving forward with a formal assessment plan.

Other Business

Dennis had a discussion with Dr. Rush regarding Assessment Council membership. It was decided that the group should consider instituting term limits and new members will be named by Presidential appointment.