

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Meeting Minutes
3 February 2010**

Members Present:

Caroline Doll
Nelle Moffett
Dennis Muraoka
Judy Swanson

Guest:

Michael Berman

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 2/3/2010 meeting was approved.

Approval of Minutes

The minutes for the 12/2/2009 meeting were approved.

Introductions

New member, Judy Swanson was introduced.

Discussion with Michael Berman, Chief Information Officer

Michael Berman described his intent to have the newly constituted cross-divisional Information Technology Policy and Planning Committee play a role in assessment of the Academic and Information Technology division. Using the mission and strategic plan of the University as a guide, he expects the committee will help identify goals, and then he and his team will work to build an assessment plan.

Future Chair of the Assessment Council

Nelle Moffett has expressed interest in becoming the new Chair of the Assessment Council.

After receiving favorable responses from those present, Dennis Muraoka agreed to compose a recommendation for review by all members before forwarding to Dr. Rush for approval.

Assessment Activities Reports

Caroline Doll – due to the diverse nature of the departments within the division of Finance and Administration, assessment activities vary widely. Examples include surveys administered by the Chancellor's Office through the Quality Improvement Program. Efforts are being made to map processes in order to facilitate communication and understanding, as well as document for analysis to identify potential areas for improvement. Support offered in the past by the Chancellor's Office will be reduced in the coming year due to budget constraints; no surveys will be offered and consulting services will be limited.

Other Business

None