

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Meeting Minutes
1 November 2006**

Members Present:

Colleen Bennett
Trae Cotton
Caroline Doll
Steve Lefevre
Maureen McQuestion
Dennis Muraoka – Chair

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 11/1/06 meeting was approved.

Approval of Minutes

The minutes for the 10/4/06 meeting were approved.

Center for Integrative Studies

Brad Monsma, Director of the Center for Integrative Studies engaged in a conversation regarding assessment within the Center. In particular he focused on the assessment of student learning outcomes as it relates to interdisciplinary perspectives.

Dennis conveyed the wish of the Assessment Council to be a resource to the Center, should the need arise.

Assessment Council Chair Report

CSU Assessment Council: CSUCI recently hosted the very well attended CSU Assessment Council meeting. Members from the CSUCI Assessment Council, in addition to regular attendees Dennis Muraoka, Harley Baker and Ernie Gonzalez were present at the event.

Guest Visitors: Dennis will invite Antonio Jimenez-Jimenez, Director of the Center for International Affairs to join us at our next scheduled meeting and discuss assessment.

WASC: Nearly all sub-committee reports have been collected and work has begun to integrate them into the larger report that will be submitted to WASC next month.

There is a proposed WASC policy change which will be discussed at their November meeting and could directly impact CSUCI. The current policy states that the date of initial accreditation occurs at the date of the commission action, typically a meeting at some time following the site visit. The proposed change would make the date of accreditation retroactive to the date of the site visit. With a site visit set for March 2007, this change in policy would result in Spring 2007 candidates graduating from an accredited university.

After some question as to the length of accreditation, Dennis has confirmed that accreditation can be granted for as long as seven years.

The Educational Effectiveness site visit team had been set and will again be chaired by William Plater.

Policy on the Review of Divisional Assessment Plans: In response to the first draft of the policy, Dennis has received feedback from one council member therefore further discussion is scheduled for the next Council meeting.

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

Postponed to next meeting.

Assessment Activities Reports

Maureen McQuestion (Information Technology)

The balanced scorecard is used internally to measure core services for users such as server downtime, number of help tickets opened each month, number closed and number overdue.

Headcounts of the general purpose computer lab are conducted each half hour to determine number of laptops necessary for laptop check-out program.

Tracking is performed on various products to ensure performance standards, for example, number of copies per toner cartridge.

Engaging in the zero based budgeting process provided an opportunity to review items which have been purchased by IT and how they have been utilized, or not.

Formation of the Information Technology Strategy Council will help to develop priorities for the IT group as well as a framework for accountability.

All other divisional reports were postponed to the next meeting.

Other Business

Terms of office for Assessment Council members:

Dennis suggested that members serve for a term of two years, at which time the term may be renewed indefinitely. The members who were present agreed with this suggestion, therefore he will make the recommendation to Dr. Rush.

Next Meeting

Scheduled for 10:30, December 6, 2006.