

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Meeting Minutes
30 September 2009**

Members Present:

Bob Bleicher
Caroline Doll
Steve Lefevre
Nelle Moffett
George Morten
Dennis Muraoka
Ed Nuhfer

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 9/30/2009 meeting was approved.

Approval of Minutes

The minutes for the 5/13/2009 meeting were approved.

Divisional Assessment Periodic Review Process

With the first Divisional Assessment Review of Student Affairs completed, the Council solicited suggestions from George Morten for areas of improvement in subsequent reviews.

George offered the following:

1. Stressed the importance of preparing staff for the self-study portion of the review.
2. Calendaring of action steps should be somewhat flexible as tasks like external reviewer scheduling can be challenging.
3. A report template for the external reviewer would be helpful.

Assessment Activities Reports

Steve Lefevre – members of Academic Affairs have worked to review and revise student learning outcomes at the program level.

Caroline Doll – some departments in Finance & Administration (OPC, Parking, Accounts Payable and Accounting) have participated in the systemwide customer satisfaction surveys administered by the Chancellor's Office. Results are expected soon.

Other Business

Assessment Council Membership – Bob Bleicher has offered to serve another term as the Assessment Council faculty member for 2009-2010.

Dennis Muraoka asked those present to give some thought to who might chair this group after this academic year.

Dennis Muraoka has contacted Michael Berman regarding IT representation on the Assessment Council.

Student Survey Schedule – Nelle Moffett has developed a calendar of institutional surveys (NSSE – National Survey of Student Engagement, BCSSE – Beginning College Survey of Student Engagement, CLA – Collegiate Learning Assessment and Diverse Learning Environment) to be given to CSUCI students over the next several years.

She will distribute the schedule via email to Assessment Council members.