

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Minutes of Meeting  
01 February 2006**

*Members Present:*

Harley Baker  
Colleen Bennett  
Trae Cotton  
Marti DeLaO  
Caroline Doll  
Therese Eyermann  
Ernie Gonzalez  
Leah Kirklin  
Susan Kovari  
Steve Lefevre  
George Morten  
Dennis Muraoka – Chair

*Others Present:*

Tia Clarke

**Approval of Agenda**

With one addition, the agenda for the 2/1/06 meeting was approved.

**Approval of Minutes**

With one addition, the minutes for the 12/7/05 meeting were approved.

**Introduction of new member**

Caroline Doll is welcomed. She is replacing Chief Young.

**Assessment Council Chair Report**

The WASC Capacity and Preparatory report was completed and submitted to WASC in December. The completed document is available for viewing on the WASC Accreditation page of the CSUCI website.

Once a schedule for the WASC Team visit (March 6, 7 & 8) has been finalized, it will be distributed.

**Assessment Council Website Sub-committee Report**

See handout prepared by the sub-committee.

A few additions and changes were suggested. These suggestions will be taken under advisement.

Next steps for the sub-committee include making the navigation bar more efficient, and providing the Assessment Council with an outline of expected and potential audiences, goals and purpose of the website.

### **New Policy on Surveys Sub-committee Report**

Policy on Clearinghouse for Institutional Research – need to develop definitions and the forms cited in the policy. Additionally, there needs to be more discussion regarding how best to coordinate efforts between the Assessment Council and the Institutional Review Board.

The Sub-committee will have draft forms for the Assessment Council's review at the March meeting.

### **Assessment Activities Reports**

With nothing pressing to be reported, in the interest of time, all division reports were postponed until the March meeting.

### **Conversation with the Vice President for Student Affairs**

Scheduled discussion with Dr. Sawyer has been postponed to a later date.

### **Other Business**

Caroline Doll sought the advice of the Assessment Council regarding potential CSUCI participation in the Chancellor's Office Quality Improvement surveys. Procurement, Student Accounting and Facilities, have volunteered for review.

After some discussion, members of the Assessment Council encouraged participation.

Steve Lefevre provided information on the Chancellor's Office "Facilitating Graduation" initiative. This program helps the CSU campuses identify barriers which delay graduation for its students. We will be visited, probably in late April, by a team of faculty administrators from other CSU's in an effort to identify areas of vulnerability for CSUCI and offer suggestions for improvement.

### **Next Meeting**

Scheduled for March 1, 2006.

Invited guest is Joanne Coville, Vice President for Finance & Administration.