

**California State University Channel Islands
ASSESSMENT COUNCIL**

**DRAFT - Minutes of Meeting
01 March 2006**

Members Present:

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

Invited Guest:

Joanne Coville

Others Present:

Tia Clarke

Approval of Agenda

With one small change, the agenda for the 3/1/06 meeting was approved.

Approval of Minutes

The minutes for the 2/1/06 meeting were approved.

Assessment Council Chair Report

The WASC visiting team has requested a meeting with the Assessment Council. Dennis recommends that council members review the Capacity & Preparatory report prior to the 3/7/06 meeting. An electronic version of the report may be found on the WASC Accreditation page of the CSUCI website.

Dennis Muraoka, Harley Baker and Ernie Gonzalez plan to attend the CSU Assessment Council meeting in April.

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

The Assessment Council website has been updated, including revisions to the Council Membership table, and the addition of policy links. In an effort to be ADA compliant, current Council agendas and minutes now include a link to a PDF version of the document.

The New Policy on Surveys sub-committee continues to work on the forms cited in the Policy on Clearinghouse for Institutional Research.

See handout prepared by the sub-committee for details.

Assessment Activities Reports

Trae Cotton (Student Affairs)

- Provided an update on recent external review of Disability Accommodations, the last stage in the four step comprehensive program review process. It is believed the review went well and they currently await the final report.

Marti DeLaO (Advancement)

- The strategic plan must be reworked in keeping with a directive from the Chancellor's Office to identify measurable University Advancement goals.

Steve Lefevre (Academic Programs & Planning)

- We continue to wait for a date for the "Facilitating Graduation" campus visit.

Conversation with the Vice President for Finance & Administration

When asked what role assessment currently plays within Finance & Administration, Joanne responded that although she believes assessment to be critical, it has not received the attention it deserves due to the everyday demands these areas face.

One of the ways they are seeking to improve this situation is in bringing Caroline Doll back into Finance & Administration as Joanne's Special Assistant. Caroline has been tasked with focusing on quality improvement projects.

Joanne believes it is important that those implementing the assessment have faith in the measurements, therefore each of the functional areas has been asked to select an assessment method which is best suited to them. For example it is likely that Finance, Human Resources and Information Technology will use a tool called Balanced Scorecard, whereas Public Safety typically uses comprehensive program reviews and OPC is currently undecided on an assessment tool.

Joanne noted that although Finance & Administration has a strategic plan which supports the strategic plan and mission of the university, one of the challenges they face regarding assessment is difficulty identifying how their work directly impacts the university mission.

Other Business

None to report

Next Meeting

Scheduled for April 5, 2006.

Invited guest is Dr. Greg Sawyer, Vice President for Student Affairs.