

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Meeting Minutes
4 October 2006**

Members Present:

Harley Baker
Frank Barajas
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Maureen McQuestion
George Morten
Dennis Muraoka – Chair

Others Present:

Tia Clarke

Approval of Agenda

The agenda for the 10/4/06 meeting was approved.

Approval of Minutes

The minutes for the 9/6/06 meeting were approved.

Assessment Council Chair Report

CSU Assessment Council: CSUCI will host the CSU Assessment Council meeting on October 27, 2006. Typically, these meetings are attended by Dennis Muraoka, Harley Baker and Ernie Gonzalez, however, because it is being held on campus, any Assessment Council member is invited to attend.

Guest Visitors: a suggestion was made to extend invitations to upcoming Assessment Council meetings to Center Directors and the Chairs of cross-functional committees such as University Planning and Coordinating Council (UPACC) in order to discuss assessment in their areas.

WASC: The deadline for the WASC team sub-committees to submit their materials is quickly approaching. Currently, all is on schedule for preparation of the preliminary report due to WASC in December.

Policy on the Review of Divisional Assessment Plans: Dennis introduced the draft of the policy that he, Therese Eyermann and George Morten had created. Review of the policy prompted much discussion, primarily around clarification of the new role of the Assessment Council.

Ideas emerging from the discussion included a suggestion that the name of the council be changed to better reflect the new charge and that in addition to divisional assessment, it may be advisable for this group to look at assessment in cross-divisional committees such as UPACC or the Enrollment Management and Student Success committee.

While more discussion was necessary, in the interest of time Dennis asked that everyone send any proposed changes to him for possible inclusion in a second draft of the policy. This second draft will be distributed to the group for consideration and will eventually require President's Council review.

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

Postponed to next meeting.

Assessment Activities Reports

Therese Eyermann (Office of the President)

Using their Strategic Plan as a guide, a survey was created in an effort to measure performance by the support staff in the Office of the President.

Each staff member selected 15 – 20 individuals (both internal and external to CSUCI) to participate on their behalf.

Results of the web-based survey were tallied by an outside source and provided to the staff in both individual and aggregate form.

A formal review of the results by the staff members is scheduled. Discussion will include possible areas for improvement, devising a plan for those areas of the Strategic Plan that were not incorporated into the survey and general feedback on the process.

All other divisional reports were postponed to the next meeting.

Other Business

Discussion of member term limits is postponed to next meeting.

Next Meeting

Scheduled for 10:30, November 1, 2006.