

**California State University Channel Islands
ASSESSMENT COUNCIL**

**Minutes of Meeting
7 September 2005**

Members Present:

Harley Baker
Colleen Bennett
Trae Cotton
Marti DeLaO
Therese Eyermann
Ernie Gonzalez
Susan Kovari
Steve Lefevre
George Morten
Dennis Muraoka – Chair
Jeff Young

Others Present:

Tia Clarke

New Members

New members Colleen Bennett and Susan Kovari were welcomed.

Role of Assessment Council Members

A general discussion on the subject resulted in the following suggestions:

- Avoid a strict definition of the role of Assessment Council members within divisions as it may vary
- The group should seek to be a conduit of information
- The group should encourage documentation of assessment processes
- It may be beneficial for members to share ideas and issues raised within Assessment Council with their immediate supervisors

Questions to be posed to Vice-Presidents

- What is your philosophy regarding assessment?
- What is the role of assessment in your division?
- What do you use assessment for?
- What challenges do you face in performing assessment in your area?
- How can the Assessment Council assist you in improving your division's effectiveness?
- What do you find helpful about the assessment activities in your area?
- What would you like to improve upon with the assessment activities in your area?

Dennis Muraoka, Therese Eyermann and Colleen Bennett will meet to refine this question set and arrange them in a logical order. Once complete they will be distributed for review at the next meeting.

Assessment Council website

Ernie Gonzalez will serve on the website sub-committee. Additional appointments to the sub-committee will be made at a later date.

Assessment Activities Reports

Harley Baker (Academic Affairs):

- An Academic Affairs assessment group is being formed.
- There is forward movement with directed self-placement analyses
- All program plans for assessment are being reviewed

Jeff Young (Finance & Administration)

- Final draft of the Strategic Plan has been distributed for comment

Marti DeLaO (Advancement)

- During a recent review of Advancement Division's strategic plan, they discovered the initial plan may have been too ambitious, perhaps warranting re-examination.

George Morten (Student Affairs)

- There are plans to conduct three separate phases of evaluation: a self-study, an internal review and an outside professional review
- A new staff member in career counseling will be oriented in assessments and its role in Student Affairs

Therese Eyermann (Office of the President)

- A Strategic Plan has been drafted
- Corresponding tactics are being drafted and subsequently reviewed for measurability

WASC Accreditation Activities report

- The 2005-06 WASC Committee Organizational Meeting had a good turnout
- Meeting included a discussion of the initial accreditation review and the steps necessary to complete the review.
- All members were asked to self-assign to the various committees
- Final Capacity report must be submitted to WASC by December 2005

Approval of Minutes

With a few minor changes made, the minutes for the 8/10/05 meeting were approved.