

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Minutes of Meeting  
5 October 2005**

*Members Present:*

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

*Others Present:*

Tia Clarke

**Approval of Minutes**

The minutes for the 9/7/05 meeting were approved.

**New Members**

New member Leah Kirklin is welcomed.

**Policies**

The Policy on Coordination of Data Collection for Institutional Research Purposes and the Policy on Clearinghouse for Institutional Research were introduced at the last President's Council meeting.

During the initial review of the Policy on Coordination of Data Collection for Institutional Research Purposes by President's Council members, a few concerns were raised regarding possible ambiguity surrounding the name of the document, as well as a desire to emphasize the fact that this document does not imply IRB approval. Dennis Muraoka and Therese Eyermann will meet to review solutions posed by the Assessment Council and revise the document for a second read at the next President's Council meeting.

The Policy on Clearinghouse for Institutional Research as drafted met with a positive response at President's Council.

### **Vice-President's Visits**

A sub-committee of Dennis Muraoka, Therese Eyermann and Colleen Bennett met to discuss a plan for the Vice President's visits. They made the following suggestions:

- VP's should be told to expect a 30-minute discussion on the subject of assessment.
- Members of the Assessment Council will prepare open-ended questions to be asked of the VP's.

Members agreed with this approach and added that it may be beneficial to ask VP's who in their divisions they would recommend for possible follow-up conversations.

Dennis Muraoka will schedule the Vice-President's for upcoming meetings.

### **Assessment Council Website**

Sub-committee members Ernie Gonzalez, Trae Cotton and Leah Kirklin met recently for the first time. They hope to provide a more formal report at the next meeting, covering subjects such as website content and look & feel.

### **Assessment Activities Reports**

*Harley Baker (Academic Affairs):*

- Program areas with assessment plans are beginning to drill down.
- There are plans to begin assessing general education.
- There is forward movement with directed self-placement analyses.
- All program plans for assessment are being reviewed.

*Jeff Young (Finance & Administration)*

- Strategic Plan is complete.

*George Morten (Student Affairs)*

- An outside professional review of Disabilities and Accommodations is planned for early in 2006.

*Therese Eyermann (Office of the President)*

- Strategic Plan is drafted and has been forwarded to Bill Cordeiro for review.