

**Minutes
Assessment Council
October 20, 2015**

Present: Bahar Ashnai, Jae Kim, Kendall Martin, Ray Schwartz, Manina Urgolo, Elizabeth Victor and Jane Zeff

The meeting was convened at 12:33pm by Ray Schwartz in the Cheng Library reference department conference room. The meeting minutes of the September 15, 2015 meeting was approved by Kendal and seconded by Elizabeth. Manina was participating in the Breast Cancer Awareness Walk and joined late.

Ray announced that Jennifer Owlett is going to represent the College of Art and Communication and she will be joining the next meeting. However, the council is still short one representative from adjunct faculty.

Ray reported the discussion with Duffy about what would we do with the resolutions and resolutions of the assessment coordinators for each college. For the resolutions, he suggested that we would just make it simple, explain to the point or the reasons why we would want do that. As per assessment coordinator issues, we have not set up a clear plan to proceed.

In response to the resolutions of the assessment coordinators, Elizabeth, as department assessment coordinator in the department of Psychology and the chair of the college assessment committee, shared what she asked to assessment coordinators during the meeting: the time commitment for contingency tasks from college in addition to the charge. The discussion continued and came up with some ideas for the assessment coordinators as follows:

- Minimum meeting requirement: At least once a year (or a semester)
- The Assessment Coordinators would be a sub-committee of the Assessment Council
- Using them as consultants or advisory board members to find out what their needs are from department and college level, reporting what are going on in the department or college by tracking assessment data (i.e., at the beginning of the semester, bring a summary of items the college is conducting), and gather information for the desired topics for the upcoming workshops that will be offered by the Assessment Council
- Idea of offering the education initiative to talk about the college specific general assessment topics (terms of assessment, etc.) – an opportunity for connecting, communicating with the others [Ray suggested that inviting the chair of the assessment committee and one or two assessment coordinators to our meeting for discussing about this.]
- Getting the charges for the assessment council from the senate at the first meeting of the year and then the second meeting of the year, we get our charges from the assessment committee.
- Clarifying the placeholder for the assessment plan, structure and supporting documents we should have as university since the Middle State is expecting them from us – Elizabeth reported that COB and COE have very specific documentation due to the accreditation while COHSS is very different from them. Since the individual department and program have been undergoing accreditation so that the documents are available but college itself does not have. (She will bring the annual report from COHSS to the next meeting.)
- Identifying what detailed documents or process we want to report, such as SLOs for each program or department, mission statements, etc. Can we encourage every department to have uniform documents in this regard because as public documents, they should be accessible

Some issues on the Assessment Coordinators:

- Not sure who are assessment coordinators for departments

- Some departments are not interested in assessment so that a bit of resistance is expected if we obligate to post the uniform documentation to be posted on their website

Action plans for proceeding with the resolutions for the Assessment Coordinators

- Setting up a meeting sometime before spring break (January or February) to reach out to the assessment coordinators (it could be their own meeting or meeting with us) to get their ideas. Questions will be asked are:
 1. Overview of what's going on in various colleges and how do they move the assessment along in the colleges
 2. In what way we can educate them in assessment workshops
 3. Suggestions or questions discussed in the college committee meeting
[*]Jane was asked in charge of articulating the questions for the workshop.]
- Setting up a system to offer resources for the assessment coordinators

Jane and Kendall explained the structure of Campus Labs and the PRR process to the council members.

We are going to skip the November meeting due to schedule conflict of three council members and will meet on December 15. We will discuss agenda questions for the meeting with assessment coordinators and agenda for the workshop.

We also mentioned inviting Maggie and Lynn to discuss about the implementation of UCC assessment plan.

The meeting was adjourned at 1:30pm.

Respectfully submitted,
Jae Kim