

Assessment Coordinating Council
Wednesday, 13 October 2004
2:00 p.m.-3:00 p.m.
CSU 285
Draft Meeting Minutes

Attendance: Donna Casella, Fernando Delgado, Rollie Rowe, Lynn Akey, Pam Weller-Dengel, Ted Johnson, Rosemary Kinne, Walt Wolff, Judith Luebke, Mary Rolfes, Michael Fagin, Tracy Pellett, Warren Sandmann, Don Descy, Gael Mericle

- I. **Welcome & Introductions:** Members of committee were introduced.
- II. **Charge/Purpose:** A discussion ensued as to the purpose, recent history, and current goals of the committee. The basic purpose of the Assessment Coordinating committee is to oversee institutional assessment activities – specifically to develop and promote institutional assessment, support assessment activities of all divisions, and help coordinate the institutional assessment practices that the university already uses.

Recent History (2003-2004):

A draft institutional assessment plan was developed.
Institution wide academic and support services student learning outcomes were developed. An institution wide assessment activity schedule was developed.

- III. **Online Program Accreditation** – Dr. Sandmann reported positively from the recent HLC online accreditation visit. Recommendations included hiring an instructional designer, do better job showing what we do for institutional assessment, and improve data driven decision-making processes in all divisions.

- IV. **Institutional Assessment Plan** – discussion regarding areas assessed & timeline

See <http://www.mnsu.edu/acadaf/pdfs/InstAssessmentGridFD.pdf>

See <http://www.mnsu.edu/acadaf/pdfs/MSUMInstAssesPlan2004Draft.pdf>

Members were invited to send recommendations and changes to Dr. Pellett.

- V. **Assessment HLC Expectations/Areas:** Institutional assessment progress as relative to HLC assessment accreditation expectations were discussed.

See <http://www.mnsu.edu/acadaf/pdfs/Tracy04/MSUHLC2004Report101105.pdf>

- VI. **Surveys: Admission/Orientation/Enrollment/Retention/Follow-up**
Lynn Akey and Pam Weller-Dengel discussed instruments (CSXQ; CSEQ; graduate follow-up) that are currently administered to undergraduate students at beginning and end of programs. Discussion ensued as to viability of other possible information collection and timing. This topic will receive greater attention in next meeting.

Assessment Coordinating Council

Purpose:

- Oversees institutional assessment activities.
 - develop and promote institutional assessment,
 - support assessment activities in all divisions
 - help coordinate the institutional assessment practices that the university already utilizes.

Recent History (2003-2004):

- Developed an institutional assessment plan (see handout)
- Developed institution wide academic and student support services student learning outcomes.
- Developed a schedule for institution-wide assessment activities.

Current Goals (2004-2005):

- Implement plans that have been developed
- Revise as needed the outcome statements
- Collect and interpret data to provide information to the University Community in planning for the future.
- Other _____
- Other _____