

Assessment Coordinating Council  
Tuesday, November 8<sup>th</sup>  
2:00 p.m.  
CSU 204 Meeting Minutes

Attendance: Ted Johnson, Tracy Pellett, Warren Sandmann, Rosemary Kinne, David Williams, Don Descy, John Frey, Rollie Rowe, Gael Mericle, Julie Snow, Pam Weller-Dengel, Kristin Wenzel, Joel Johnson, John Frey, Vickie Luoma.

1. **Welcome & Introductions:** All members of the committee and guests were introduced and welcomed.
  
2. **Updates:**
  - A. **University Dissemination Plan:** Work was completed to turn list into more of narrative form. This was presented to council. Suggestions from members included greater use of list mixed with narrative. This paper will be brought back for further committee refinement. Special thanks to Pam Weller-Dengel, Lynn Akey, Tracy Pellett & Kristin Wenzel for helping to develop draft.
  
  - B. **Student Information Update:** Rollie Rowe described improvements in first year student records as a direct result of collecting updated information during orientation.
  
  - C. **Survey:** Discussion as to need to develop process for dealing with institutional surveys. Tracy Pellett and Ted Johnson will present in a future meeting a proposal process.
  
3. **University Goal Evaluation System:** Tabled till next meeting.
  
4. **U-ASK (University Assessment Survey Component System) Demonstration:** Tracy Pellett demonstrated web-based survey system. Discussion ensued as to use by departments and offices on-campus.
  
5. **Newsletter:** Tracy Pellett presented fall university assessment newsletter draft and requested assistance in reviewing and contributing articles. Consensus was expressed as to need of a newsletter that focused on divisional assessment initiatives. Suggestions were made with members agreeing to review before publication.