

Assessment Coordinating Council Minutes
Tuesday, October 11th 2:00-3:00 p.m.
CSU 256

Attendance: Lynn Akey, Ted Johnson, Tracy Pellett, Warren Sandmann, Don Descy, John Frey, Rollie Rowe, Diane Berge, Gael Mericle, Julie Snow, Pam Weller-Dengel, Kristin Wenzel, Jayne Larsen

Welcome & Introductions: All members of the committee and guests were introduced and welcomed. Diane Berge served as a proxy for Walter Wolfe (admissions) and Jayne Larsen served as a proxy for Michael Fagin (Institutional Diversity). Special thanks went out to both individuals and offices for attendance and contribution.

Charge/Purpose of Committee: Discussion ensued as to the purpose of the committee as this was first meeting of the year. Dr. Pellett distributed the charge (see - http://www.mnsu.edu/acadaf/pra/committees/assessment_coordinating_council.html)
The university-wide Assessment Coordinating Council is designed to support the enhancement of an assessment culture at Minnesota State University. This Council draws membership from each of the five divisions of the University: Academic Affairs, Student Affairs, Fiscal and Administrative Affairs, Information & Technology, and University Advancement."The Council is responsible for institution-wide assessment activities and steering of the over-all assessment plan for the University."

HLC Update: Dr. Sandmann provided a brief update of the HLC process and in relation to assessment. Assessment seemed to be an important issue in the HLC accreditation process expectations and was reflected throughout the report. Discussion ensued as to the need of including assessment data in the report and members were encouraged to review the chapters on the web: <http://www.mnsu.edu/hlc/> and provide input to the HLC Steering Committee Co-chairs (Joan Roca; Don Larson).

Update on Academic Program Assessment Progress: Dr. Pellett distributed the academic program assessment summary for 2004-2005. This summary provided a detailed analysis of academic student learning outcome assessment progress. Overall, academic programs made great progress in submitting plans in a timely manner (98%) as well as showing best practice in "Writing Measurable Outcomes" and "Results." Thirty-eight percent of all programs this past year were reporting all assessment processes (five categories) at "best practice." This was a great improvement over the nine percent of all programs reporting the same practices the year before. See: <http://www.mnsu.edu/acadaf/pra/reports/AssessmentReportSummary040590905.pdf> for complete summary.

University Assessment Dissemination Plan: Ms. Akey distributed a draft data dissemination plan to the committee for review. Discussion ensued as to the appropriateness of such a plan (widespread agreement a plan was needed). Suggestions for the plan included the targeting of sub-groups on campus that might be interested in specific results. A subcommittee was formed to continue to refine the plan (include more narrative). This subcommittee included Warren Sandmann; Lynn Akey; Tracy Pellett; Pam Weller-Dengel; Kristin Wenzel.

Campus Surveys: Ms. Akey discussed the problem of the number of surveys (i.e., student over-saturation) being distributed campus-wide in a given year. It was mentioned that a master schedule might aid in organization, although the issue of monitoring would be difficult. To encourage central organization, an institution master subject pool was suggested to be created so that survey samples could be generated in such a way to minimize the possibility of over-saturation of any individual student. A subcommittee was formed to develop the subject pool and memo, etc. for distribution to the campus community. This subcommittee included Lynn Akey; Tracy Pellett; Rollie Rowe; Ted Johnson. Also, Dr. Pellett was asked to demonstrate the University Assessment Survey Component system (U-ASK) at the next meeting. This system is designed to allow faculty and offices to survey on-campus and off-campus participants with regard to program effectiveness, etc.

Assessment Report Card: Dr. Pellett distributed the Institutional Goal Evaluation System Draft. See: <http://www.mnsu.edu/acadaf/pra/plan/MSU%20Institutional%20Report%20Card%20Draft%201305.pdf> Committee members were encouraged to review this document and provide feedback to the committee by the next meeting. The system was expected to be presented to greater university community for feedback and review in 2005-2006 with implementation slated for 2006-2007.