University Assessment Council Meeting Minutes

February 20, 2003
Noon – 1:30 PM ~ RT 1701

Present: Jeffrey Chen, Sandra Emerick, J. Holcomb, Paul Klein, Richard Hurwitz, Mohsen Manoucheri, Earl Mortensen, Vida Svarcas, Peter Trumpower, Michael Wells, Marie E. Zeglen and Debra Sudy (clerk)

1. Minutes of the January 24th meeting were read and approved.

2. Review of Assessment Report Meetings with Deans: The meetings were productive and very supportive of the assessment effort. Here is an evaluative recap:
   - College of Arts & Sciences: Music, Philosophy and Social Work have great plans.
   - James J. Nance College of Business Administration: Many are rewriting their plans at the Dean’s request.
   - College of Education: Excellent assessment plans. Two Master’s program reports may be revised.
   - Fenn College of Engineering: Improvements can be readily implemented and the Dean is very cooperative.
   - First College: In progress
   - Cleveland-Marshall College of Law: A memo was submitted showing progress in strengthening curriculum (may see results in bar scores in the future.) Bar scores could be a great measure.
   - Maxine Goodman Levin College of Urban Affairs: Very good plans and re-submits expected.
   - Division of University Studies: Well done reports. Some revising and re-submits expected.
   - Division of Continuing Education: Great plans. The division is in good shape.
   - Enrollment Services (Admissions, Registrars): (meeting pending)
   - University Library: Excellent – asked “what would get us to level 3.”
   - Student Affairs: Very good – several areas need improvement. CLASS report not completed. The Counseling Center will need more effort to achieve level 2.
   - Career Services: In good shape.
   - Health Services: Nice job – one of the best Student Services programs.
   - Student Life: Is revising plans to bring it up to level 2.

Assessment plans have not been received for: Financial Aid and Law.

The Provost will receive a report on the state of the University’s assessment effort. Those not at level 2 have some time remaining to revise their plan before the Provost receives the final report. It is expected that once the Provost views the report, those not at level 2 will be asked to revise and re-submit plans.

3. Strategy for Assessment Reporting
Dr. Marie Zeglen announced that she will be leaving CSU for a Vice Provost position in Florida. The committee wishes her continued success. The Provost has asked her to approach the committee on the next steps to be undertaken in the assessment effort.

Committee members offered several ideas:
- Have departments submit statistics and data or a data report
- Invite data as an appendix
- Have areas build their own portfolios for submission in the final NCA report
- Have a central storage facility for all data, etc. from programs
- Create a sample report template (build example department portfolios for others)
- Internalize importance of assessment (not just a paper exercise) – create an internal reward system
- What to do to enhance the culture: conferences, role models
- Approach Mark Tumeo, Dean of Graduate Studies, for graduate student support
- Emphasize the possible savings of supporting effective programs and tie funding to assessment effort (program/performance review to faculty/budget requests)
- Survey faculty to discern any areas of concern or that are in need of assistance and areas that may not put forth effort even if offered assistance
Dr. Zeglen provided the Council with a handout on assessment: *Don’t Bring Faculty to Assessment, Bring Assessment to Faculty*” by Jessica L. Johnson and Thomas C. Calhoun, and a rubric for evaluating assessment plans.

4. **Assessment Spring Event**  
   With current budget concerns it was decided not to have a formal event but to possibly award assessment prizes, which would be announced via mass email (from the Provost’s Office.)

5. **Other Business**  
The Assessment Grant proposals received have been reviewed. Not many proposals were received. The low response may have been due to many involved in submitting President’s Initiative Award proposals. It has been decided to fund the proposal received from the Counseling and Testing Department for an instrument to assist in the evaluation of their assessment effort and to help them significantly improve their assessment activity.

**Next meeting:** April 23, noon to 1:30 pm, RT 1701