Members Present:
Harley Baker
Trae Cotton (for George Morten)
Marti DeLaO
Therese Eyermann
Steve Lefevre
Dennis Muraoka – chair
Jeff Young

Others Present:
Tia Clarke
Susan Kovari - student

2005 - 2006 Goals
Invite Vice Presidents to regularly scheduled Assessment Council meetings in an effort to share information.

Policies
Proposed drafts of the Policy on Clearinghouse for Institutional Research and the Policy on Coordination of Data Collection for Institutional Research Purposes were passed.

WASC Update
With the first of two reviews complete, resulting in our being granted candidacy status, we must prepare for the second review which will consist of two reports (Capacity and Educational Effectiveness) and two site visits (the first scheduled March 6-8, 2006).

Deborah Olsen from Virginia Tech will continue on as the carryover person from the Educational Effectiveness Team to the Capacity and Preparatory Review Team.

All reports addressing the four WASC standards will be turned into the WASC committee by mid-October. The final report addressing the four WASC standards should be complete by end of November, or beginning of December.

Action Items:
- Introduce the idea to President’s Cabinet of having the Vice President’s participate in future Assessment Council meetings – Therese
- Policies to be submitted to President’s Council for approval - Therese
Agenda Items - Next Meeting

- Clarify Assessment Council member’s role within each division
- Discuss ways to make the Assessment Council a resource on campus (i.e. website, etc.).
- Develop questions and format for Vice President’s participation in Assessment Council meetings
- Reinstitute reporting from various divisions regarding assessment activities
Members Present:
Harley Baker
Colleen Bennett
Trae Cotton
Marti DeLaO
Therese Eyermann
Ernie Gonzalez
Susan Kovari
Steve Lefevre
George Morten
Dennis Muraoka – Chair
Jeff Young

Others Present:
Tia Clarke

New Members
New members Colleen Bennett and Susan Kovari were welcomed.

Role of Assessment Council Members
A general discussion on the subject resulted in the following suggestions:
• Avoid a strict definition of the role of Assessment Council members within divisions as it may vary
• The group should seek to be a conduit of information
• The group should encourage documentation of assessment processes
• It may be beneficial for members to share ideas and issues raised within Assessment Council with their immediate supervisors

Questions to be posed to Vice-Presidents
• What is your philosophy regarding assessment?
• What is the role of assessment in your division?
• What do you use assessment for?
• What challenges do you face in performing assessment in your area?
• How can the Assessment Council assist you in improving your division’s effectiveness?
• What do you find helpful about the assessment activities in your area?
• What would you like to improve upon with the assessment activities in your area?
Dennis Muraoka, Therese Eyermann and Colleen Bennett will meet to refine this question set and arrange them in a logical order. Once complete they will be distributed for review at the next meeting.

Assessment Council website
Ernie Gonzalez will serve on the website sub-committee. Additional appointments to the sub-committee will be made at a later date.

Assessment Activities Reports

Harley Baker (Academic Affairs):
- An Academic Affairs assessment group is being formed.
- There is forward movement with directed self-placement analyses
- All program plans for assessment are being reviewed

Jeff Young (Finance & Administration)
- Final draft of the Strategic Plan has been distributed for comment

Marti DeLaO (Advancement)
- During a recent review of Advancement Division’s strategic plan, they discovered the initial plan may have been too ambitious, perhaps warranting re-examination.

George Morten (Student Affairs)
- There are plans to conduct three separate phases of evaluation: a self-study, an internal review and an outside professional review
- A new staff member in career counseling will be oriented in assessments and its role in Student Affairs

Therese Eyermann (Office of the President)
- A Strategic Plan has been drafted
- Corresponding tactics are being drafted and subsequently reviewed for measurability

WASC Accreditation Activities report
- The 2005-06 WASC Committee Organizational Meeting had a good turnout
- Meeting included a discussion of the initial accreditation review and the steps necessary to complete the review.
- All members were asked to self-assign to the various committees
- Final Capacity report must be submitted to WASC by December 2005

Approval of Minutes
With a few minor changes made, the minutes for the 8/10/05 meeting were approved.
Members Present:
Harley Baker
Colleen Bennett
Trae Cotton
Therese Eyermann
Ernie Gonzalez
Leah Kirklin
Susan Kovari
Steve Lefevre
George Morten
Dennis Muraoka – Chair
Jeff Young

Others Present:
Tia Clarke

Approval of Minutes
The minutes for the 9/7/05 meeting were approved.

New Members
New member Leah Kirklin is welcomed.

Policies
The Policy on Coordination of Data Collection for Institutional Research Purposes and the Policy on Clearinghouse for Institutional Research were introduced at the last President’s Council meeting.

During the initial review of the Policy on Coordination of Data Collection for Institutional Research Purposes by President’s Council members, a few concerns were raised regarding possible ambiguity surrounding the name of the document, as well as a desire to emphasize the fact that this document does not imply IRB approval. Dennis Muraoka and Therese Eyermann will meet to review solutions posed by the Assessment Council and revise the document for a second read at the next President’s Council meeting.

The Policy on Clearinghouse for Institutional Research as drafted met with a positive response at President’s Council.
Vice-President’s Visits
A sub-committee of Dennis Muraoka, Therese Eyermann and Colleen Bennett met to discuss a plan for the Vice President’s visits. They made the following suggestions:

• VP’s should be told to expect a 30-minute discussion on the subject of assessment.
• Members of the Assessment Council will prepare open-ended questions to be asked of the VP’s.

Members agreed with this approach and added that it may be beneficial to ask VP’s who in their divisions they would recommend for possible follow-up conversations.

Dennis Muraoka will schedule the Vice-President’s for upcoming meetings.

Assessment Council Website
Sub-committee members Ernie Gonzalez, Trae Cotton and Leah Kirklin met recently for the first time. They hope to provide a more formal report at the next meeting, covering subjects such as website content and look & feel.

Assessment Activities Reports
Harley Baker (Academic Affairs):
• Program areas with assessment plans are beginning to drill down.
• There are plans to begin assessing general education.
• There is forward movement with directed self-placement analyses.
• All program plans for assessment are being reviewed.

Jeff Young (Finance & Administration)
• Strategic Plan is complete.

George Morten (Student Affairs)
• An outside professional review of Disabilities and Accommodations is planned for early in 2006.

Therese Eyermann (Office of the President)
• Strategic Plan is drafted and has been forwarded to Bill Cordeiro for review.
Members Present:
Harley Baker
Trae Cotton
Marti DeLaO
Therese Eyermann
Ernie Gonzalez
Leah Kirklin
Susan Kovari
Steve Lefevre
Maureen McQuestion
George Morten
Dennis Muraoka – Chair
Jeff Young

Invited Guest:
Ted Lucas

Others Present:
Tia Clarke

Approval of Minutes
The minutes for the 10/5/05 meeting were approved.

New Member
New member Maureen McQuestion is welcomed.

Assessment Council Chair Report
Dennis Muraoka briefed group on the October CSU Assessment Council meeting.

The Policy on Coordination of Data Collection for Institutional Research Purposes and the Policy on Clearinghouse for Institutional Research have been reviewed for a second time by President’s Council and were passed.

A sub-committee of Ernie Gonzalez, Harley Baker and Susan Kovari has been formed to develop an implementation plan for the policies. They will report on progress at the next Assessment Council meeting.

Members of the WASC committee are in the process of preparing the Capacity and Preparatory report, scheduled for completion 12/13/05.
Assessment Council Website Sub-committee Report
Ernie Gonzalez reported that the Assessment Council page has been added to the CSUCI website. The address is: [http://www.csuci.edu/assessment/](http://www.csuci.edu/assessment/)

It currently lists the charge of the group, names of members and contact information for Dennis Muraoka. These additions were requested: member title and divisional affiliation, past meeting minutes, agendas and future meeting dates.

Assessment Activities Reports
**Harley Baker (Academic Affairs)**
- Work on directed self-placement evaluations will be presented next week.
- Preparing for further work with Joan Karp on general education assessment.
- Discussions on how to manage WASC preparation along with CSU Program Review are taking place.

**Marti DeLaO (Advancement)**
- Strategic plan requires significant revisions.
- Working on directive from Chancellor’s Office to identify University Advancement Goals.
- Want to have alignment on these two projects by next Assessment Council meeting.

**Therese Eyermann (Office of the President)**
- Awaiting feedback from Bill Cordeiro on draft of Strategic Plan.

**George Morten (Student Affairs)**
- Progress continues on outside professional review of Disability Accommodations.
- Coordinator for Disability Accommodations presented a comprehensive resource model at a statewide disability conference.
- ASI assesses each program based on the Nine Dimensions of Wellness. This model is now being adopted by the California State Student Association and will be used at the California Higher Education Student Summit XI (CHESS), hosted by CSUCI. ASI is to be commended for their leadership in this area.

**Jeff Young (Finance & Administration)**
- At an upcoming Finance & Administration meeting, participants will be reminded of the importance of measurements in the assessment process.
Conversation with Provost and Vice President for Academic Affairs
In a half hour conversation with the Council, Dr. Lucas stressed that assessment is of value when done consistently and correctly. He would eventually like to embed assessment in all program areas and baccalaureate degrees.

As a former WASC Liaison Officer, when asked to speculate on what WASC is looking for in divisions other than Academic Affairs suggested the following:
Is the division using tax dollars effectively?
Is the division accomplishing their objectives?
Is the division supporting education of students and to what degree?

Dr. Lucas contends that Academic Affairs benefits from having an Assessment Officer, who sits on a council that oversees assessment for the entire division.
Minutes of Meeting
07 December 2005

Members Present:
Harley Baker
Colleen Bennett
Marti DeLaO
Therese Eyermann
Leah Kirklin
Steve Lefevre
George Morten
Dennis Muraoka – Chair
Jeff Young

Invited Guest(s):
Anneka Busse
Marty de los Cobos

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 12/7/05 meeting was approved

Approval of Minutes
The minutes for the 11/9/05 meeting were approved.

Assessment Council Chair Report
Dennis Muraoka briefed group on the preparation of the WASC Capacity and Preparatory report, scheduled for submission next week.

Assessment Council Website Sub-committee Report
No progress to report at this time.

New Policy on Surveys Sub-committee Report
No progress to report at this time.

Assessment Activities Reports
Harley Baker (Academic Affairs)
- Work on directed self-placement evaluations were presented.
- Results indicate that the English Placement Test does not predict academic success at CSUCI.

In the interest of time, all other division reports were postponed until the February meeting.
**Report from Anneka Busse on Student Assessment Activities**
As Chair of the 2005 California Higher Education Student Summit, Anneka has instituted pre and post event assessments. The pre-event assessment focused primarily on the purpose for the conference, and a post-event assessment will be conducted in an effort to learn what may be improved upon for next year.

**Conversation with the Vice President for Advancement**
In a conversation with the Council, Marty indicated that he sees benefit in utilizing assessment over both the short and long term. Assessment as a tool may be used in the short term to evaluate the success of a campus event, and in the long term to conduct a comprehensive program review.

Marty cited a few examples of when assessment has resulted in change. For instance, after each President’s dinner a meeting is held to discuss the event and highlight successes and challenges in an effort to improve for the following year. Additionally, with a somewhat disappointing turn out for the annual Parent’s Breakfast, the Advancement team is working to identify possible causes and remedy the situation.

**Next Meeting**
Scheduled for February 1, 2006.
Members Present:
Harley Baker
Colleen Bennett
Trae Cotton
Marti DeLaO
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Leah Kirklin
Susan Kovari
Steve Lefevre
George Morten
Dennis Muraoka – Chair

Others Present:
Tia Clarke

Approval of Agenda
With one addition, the agenda for the 2/1/06 meeting was approved.

Approval of Minutes
With one addition, the minutes for the 12/7/05 meeting were approved.

Introduction of new member
Caroline Doll is welcomed. She is replacing Chief Young.

Assessment Council Chair Report
The WASC Capacity and Preparatory report was completed and submitted to WASC in December. The completed document is available for viewing on the WASC Accreditation page of the CSUCI website.

Once a schedule for the WASC Team visit (March 6, 7 & 8) has been finalized, it will be distributed.

Assessment Council Website Sub-committee Report
See handout prepared by the sub-committee.

A few additions and changes were suggested. These suggestions will be taken under advisement.
Next steps for the sub-committee include making the navigation bar more efficient, and providing the Assessment Council with an outline of expected and potential audiences, goals and purpose of the website.

**New Policy on Surveys Sub-committee Report**
Policy on Clearinghouse for Institutional Research – need to develop definitions and the forms cited in the policy. Additionally, there needs to be more discussion regarding how best to coordinate efforts between the Assessment Council and the Institutional Review Board.

The sub-committee will have draft forms for the Assessment Council’s review at the March meeting.

**Assessment Activities Reports**
With nothing pressing to be reported, in the interest of time, all division reports were postponed until the March meeting.

**Conversation with the Vice President for Student Affairs**
Scheduled discussion with Dr. Sawyer has been postponed to a later date.

**Other Business**
Caroline Doll sought the advice of the Assessment Council regarding potential CSUCI participation in the Chancellor’s Office Quality Improvement surveys. Procurement, Student Accounting and Facilities, have volunteered for review.

After some discussion, members of the Assessment Council encouraged participation.

Steve Lefevre provided information on the Chancellor’s Office “Facilitating Graduation” initiative. This program helps the CSU campuses identify barriers which delay graduation for its students. We will be visited, probably in late April, by a team of faculty administrators from other CSU’s in an effort to identify areas of vulnerability for CSUCI and offer suggestions for improvement.

**Next Meeting**
Scheduled for March 1, 2006.
Invited guest is Joanne Coville, Vice President for Finance & Administration.
Members Present:
Harley Baker
Colleen Bennett
Trae Cotton
Marti DeLaO
Caroline Doll
Ernie Gonzalez
Leah Kirklin
Susan Kovari
Steve Lefevre
George Morten
Dennis Muraoka – Chair

Invited Guest:
Joanne Coville

Others Present:
Tia Clarke

Approval of Agenda
With one small change, the agenda for the 3/1/06 meeting was approved.

Approval of Minutes
The minutes for the 2/1/06 meeting were approved.

Assessment Council Chair Report
The WASC visiting team has requested a meeting with the Assessment Council. Dennis recommends that council members review the Capacity & Preparatory report prior to the 3/7/06 meeting. An electronic version of the report may be found on the WASC Accreditation page of the CSUCI website.

Dennis Muraoka, Harley Baker and Ernie Gonzalez plan to attend the CSU Assessment Council meeting in April.

Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report
The Assessment Council website has been updated, including revisions to the Council Membership table, and the addition of policy links. In an effort to be ADA compliant, current Council agendas and minutes now include a link to a PDF version of the document.

The New Policy on Surveys sub-committee continues to work on the forms cited in the Policy on Clearinghouse for Institutional Research.

See handout prepared by the sub-committee for details.
Assessment Activities Reports

Trae Cotton (Student Affairs)
- Provided an update on recent external review of Disability Accommodations, the last stage in the four step comprehensive program review process. It is believed the review went well and they currently await the final report.

Marti DeLaO (Advancement)
- The strategic plan must be reworked in keeping with a directive from the Chancellor’s Office to identify measurable University Advancement goals.

Steve Lefevre (Academic Programs & Planning)
- We continue to wait for a date for the “Facilitating Graduation” campus visit.

Conversation with the Vice President for Finance & Administration
When asked what role assessment currently plays within Finance & Administration, Joanne responded that although she believes assessment to be critical, it has not received the attention it deserves due to the everyday demands these areas face.

One of the ways they are seeking to improve this situation is in bringing Caroline Doll back into Finance & Administration as Joanne’s Special Assistant. Caroline has been tasked with focusing on quality improvement projects.

Joanne believes it is important that those implementing the assessment have faith in the measurements, therefore each of the functional areas has been asked to select an assessment method which is best suited to them. For example it is likely that Finance, Human Resources and Information Technology will use a tool called Balanced Scorecard, whereas Public Safety typically uses comprehensive program reviews and OPC is currently undecided on an assessment tool.

Joanne noted that although Finance & Administration has a strategic plan which supports the strategic plan and mission of the university, one of the challenges they face regarding assessment is difficulty identifying how their work directly impacts the university mission.

Other Business
None to report

Next Meeting
Scheduled for April 5, 2006.
Invited guest is Dr. Greg Sawyer, Vice President for Student Affairs.
Members Present:
Harley Baker
Frank Barajas
Colleen Bennett
Trae Cotton
Marti DeLaO
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Susan Kovari
Steve Lefevre
Maureen McQuestion
George Morten
Dennis Muraoka – Chair

Invited Guest:
Gregory Sawyer

Others Present:
Tia Clarke
Alex Snipes

Approval of Agenda
The agenda for the 4/5/06 meeting was approved.

New Member
New member, Frank Barajas was welcomed.

Approval of Minutes
The minutes for the 3/1/06 meeting were approved.

Assessment Council Chair Report
Dennis expressed his thoughts on the joint meeting of the WASC visiting team and the Assessment Council. We are currently awaiting the written report draft from the WASC team and we expect it will include recommendations regarding assessment, particularly as it relates to academic programs.

The annual WASC conference is next week and approximately 10 representatives from CSUCI will be in attendance. During the conference, Dennis Muraoka, Harley Baker and Ernie Gonzalez also plan to attend the CSU Assessment Council meeting.
Assessment Council Website Sub-committee Report

Technical work is advancing on the Clearinghouse for Institutional Research and calendaring/scheduling functionality. It is expected that the Clearinghouse, where research studies will be posted, will go live soon. The calendaring/scheduling function has proved more complicated from a technical standpoint, however progress continues.

Given this technical progress, the Assessment Council Website sub-committee will reconvene to continue work on procedures and forms to facilitate the new functionality.

Assessment Activities Reports

Ernie Gonzalez (Academic Affairs)

- MAPP, a tool to assess General Education is being used to look at student proficiency levels in Reading/Critical Thinking, Writing Skills and Mathematics. A next step includes a review of the proficiency level descriptions to determine how they correspond with Learning Outcomes in our GE courses. Harley Baker described the challenges they face in aligning Learning Outcomes with the proficiency level criteria (see handout, Preliminary Findings From Spring 05 MAPP Administration, for details).

Steve Lefevre (Academic Affairs)

- The Facilitating Graduation site visit is scheduled for April 24th. During their visit, the Facilitating Graduation team is scheduled to meet with a number of members from the CSUCI community. Steve will forward a copy of the Agenda to the Assessment Council members for their information.

Conversation with the Vice President for Student Affairs

Dr. Sawyer stressed the critical role that assessment plays within Student Affairs. He explained that assessment is not performed in response to external forces, but rather as an internal means to constant improvement.

Initially, their comprehensive program reviews took a three phase approach, self-evaluation, site review and outside evaluation. More recently, a preparatory review has been added as the first step, in an effort to provide a general overview of the process to the participating department. The self-evaluation culminates in an executive summary based on 13 criteria. The site review team includes individuals from campus with an interest in the area under review and this team is typically chaired by a faculty member in order to uphold the integrity of the evaluation. Finally, an outside professional is brought in and asked to report on findings.

Next Meeting

Scheduled for May 10, 2006.