Members Present:
Harley Baker
Frank Barajas
Trae Cotton
Marti DeLaO
Therese Eyermann
Ernie Gonzalez
Leah Kirklin
Steve Lefevre
Dennis Muraoka – Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 5/10/06 meeting was approved.

Approval of Minutes
The minutes for the 4/5/06 meeting were approved.

Assessment Council Chair Report
WASC: The final WASC Capacity and Preparatory Review report has been received. One of the areas of interest for the WASC visiting team was the role of Assessment Council. To date, the Assessment Council has provided support for the assessment efforts made by the Vice President’s of the various divisions.

Dennis shared an idea he had to expand the Assessment Council’s role. He is suggesting that the Assessment Council become a more active body by conducting periodic reviews of assessment activities within each division. Each year one division would be identified for review and an Assessment Council sub-committee would be formed, including an outside expert. The division would provide a report on assessment in their area to the sub-committee. The sub-committee would “visit” the division and create their own report.

Eventually, a report containing the self-assessment of the division and the external review would go to the President for comment.

If this new practice is adopted, the Assessment Council would need to spend the upcoming academic year developing procedures and timelines.

Those present at the meeting responded positively to this idea and agreed that Dennis should talk with President Rush and our Assessment consultant later this month to get their thoughts.
CSUCI Assessment Council Annual Report: Dennis has drafted a report on Assessment Council Activities for the last year, which he reviewed with the group. Once revisions are made, the report will be submitted to President Rush.

Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report
The address of the Clearinghouse for Institutional Research simply needs to be added to the CSUCI website. This group needs to begin to think about how best to introduce this new functionality to the campus community.

Technical resources working on the calendaring/scheduling functionality were pulled for a time to work on a global campus issue. Work is scheduled to resume over the summer.

Assessment Activities Reports

Steve Lefevre (Academic Affairs)
- The Facilitating Graduation site visit went well and a final report has been received. The report was favorable to the campus and efforts to expedite student graduation. A few suggestions for improvement were made, however nothing that was unexpected.

Harley Baker (Academic Affairs)
- It has been determined that each academic program has a viable academic plan. Work needs to be done on how best to analyze the assessment data.
- Faculty will be working over the summer to complete mapping of general education criteria to learning outcomes.

Marti DeLaO (Advancement)
- Nothing to report

Leah Kirklin (Finance & Administration)
- Caroline Doll is working on the Avian Flu Business Continuity Plan.
- The Balanced Scorecard quality survey for Procurement has been completed.

Therese Eyermann (Office of the President)
- There are plans to institute 360° evaluations for the support staff in this office.

Other Business
Based on a suggestion made by the WASC team, we need to give some thought to term limits for members of the Assessment Council.

Next Meeting
Currently there are no summer meetings scheduled.
California State University Channel Islands
ASSESSMENT COUNCIL

Meeting Minutes
6 September 2006

Members Present:
Harley Baker
Frank Barajas
Colleen Bennett
Caroline Doll
Trae Cotton
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Maureen McQuestion
George Morten
Dennis Muraoka – Chair

Guest:
Kyle Ragsdale

Others Present:
Tia Clarke

Approval of Agenda
With one addition, the agenda for the 9/6/06 meeting was approved.

Approval of Minutes
With one addition, the minutes for the 5/10/06 meeting were approved.

Introduction
Kyle Ragsdale, Assessment Coordinator for Associated Students, Inc.

Assessment Council Chair Report
Membership Changes: Susan Kovari and Leah Kirklin will no longer be members of Assessment Council.


Guest Visitors: as a follow up to visits by Vice Presidents in order to discuss assessment efforts in their areas, a suggestion was made to continue these conversations with other members of the campus community. After some discussion it was determined that this should be an agenda item for the next meeting.

WASC: Following a successful Capacity and Preparatory Review, work is underway for the three day March 2007 Educational Effectiveness Review. Current tasks include a preliminary report due to WASC in December. After the visit, a report will be drafted by the visiting team and submitted to the WASC commission, hopefully resulting in accreditation for CSUCI.
New Charge for Assessment Council: President Rush has agreed that the Assessment Council should become a more active body. He concurs that they should conduct periodic assessment reviews of each division, with the ultimate product being a report submitted to him for comment or action.

These new activities will necessitate much effort on the part of the Assessment Council in order to begin the review cycle in Fall 2007. Tasks for this academic year include drafting a policy which summarizes the proposed process, outlining procedures and identifying a review schedule.

Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report
Ernie demonstrated Assessment Council website features (see attached document).

Discussion is necessary to identify the best method for introducing this new functionality to the campus community.

Assessment Activities Reports

Steve Lefevre (Academic Affairs)
- The Program Assessment and Review Committee (PARC), is charged with assisting programs in assessing learning outcomes, and conducting program reviews. The group made progress over the summer by drafting guidelines for program reviews. This draft is now being distributed to those in Academic Affairs who are responsible for assessment in order to obtain feedback.

Harley Baker (Academic Affairs)
- Faculty teams have reviewed all learning outcomes for GE Math and Science courses and mapped them to general education criteria.
- Consultant, Trudy Banta reviewed Academic Plans for program assessment and review, and offered suggestions for improvement.
- Consultant, Mary Allen held a two day Assessment workshop for faculty, chairs and assessment leaders.
- Faculty orientation included a discussion on the importance of assessment.
- Harley and Joan Karp have begun discussions to ensure that assessment has a positive affect on our students.
- Looking at ways to assess the effectiveness of directed self-placement for first semester English, as the first cohort utilizing this option will graduate Spring 2007.
- The chairs have been asked to provide Harley with a report of program assessment activities for learning outcomes.

Other Business
None

Next Meeting
Scheduled for 10:30, October 4, 2006.
Meeting Minutes  
4 October 2006

Members Present:
Harley Baker
Frank Barajas
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Maureen McQuestion
George Morten
Dennis Muraoka – Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 10/4/06 meeting was approved.

Approval of Minutes
The minutes for the 9/6/06 meeting were approved.

Assessment Council Chair Report

CSU Assessment Council: CSUCI will host the CSU Assessment Council meeting on October 27, 2006. Typically, these meetings are attended by Dennis Muraoka, Harley Baker and Ernie Gonzalez, however, because it is being held on campus, any Assessment Council member is invited to attend.

Guest Visitors: a suggestion was made to extend invitations to upcoming Assessment Council meetings to Center Directors and the Chairs of cross-functional committees such as University Planning and Coordinating Council (UPACC) in order to discuss assessment in their areas.

WASC: The deadline for the WASC team sub-committees to submit their materials is quickly approaching. Currently, all is on schedule for preparation of the preliminary report due to WASC in December.

Policy on the Review of Divisional Assessment Plans: Dennis introduced the draft of the policy that he, Therese Eyermann and George Morten had created. Review of the policy prompted much discussion, primarily around clarification of the new role of the Assessment Council.

Ideas emerging from the discussion included a suggestion that the name of the council be changed to better reflect the new charge and that in addition to divisional assessment, it may be advisable for this group to look at assessment in cross-divisional committees such as UPACC or the Enrollment Management and Student Success committee.
While more discussion was necessary, in the interest of time Dennis asked that everyone send any proposed changes to him for possible inclusion in a second draft of the policy. This second draft will be distributed to the group for consideration and will eventually require President’s Council review.

**Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report**

Postponed to next meeting.

**Assessment Activities Reports**

*Therese Eyermann (Office of the President)*

Using their Strategic Plan as a guide, a survey was created in an effort to measure performance by the support staff in the Office of the President.

Each staff member selected 15 – 20 individuals (both internal and external to CSUCI) to participate on their behalf.

Results of the web-based survey were tallied by an outside source and provided to the staff in both individual and aggregate form.

A formal review of the results by the staff members is scheduled. Discussion will include possible areas for improvement, devising a plan for those areas of the Strategic Plan that were not incorporated into the survey and general feedback on the process.

*All other divisional reports were postponed to the next meeting.*

**Other Business**

Discussion of member term limits is postponed to next meeting.

**Next Meeting**

Scheduled for 10:30, November 1, 2006.
Members Present:
Colleen Bennett
Trae Cotton
Caroline Doll
Steve Lefevre
Maureen McQuestion
Dennis Muraoka – Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 11/1/06 meeting was approved.

Approval of Minutes
The minutes for the 10/4/06 meeting were approved.

Center for Integrative Studies
Brad Monsma, Director of the Center for Integrative Studies engaged in a conversation regarding assessment within the Center. In particular he focused on the assessment of student learning outcomes as it relates to interdisciplinary perspectives.

Dennis conveyed the wish of the Assessment Council to be a resource to the Center, should the need arise.

Assessment Council Chair Report
CSU Assessment Council: CSUCI recently hosted the very well attended CSU Assessment Council meeting. Members from the CSUCI Assessment Council, in addition to regular attendees Dennis Muraoka, Harley Baker and Ernie Gonzalez were present at the event.

Guest Visitors: Dennis will invite Antonio Jimenez-Jimenez, Director of the Center for International Affairs to join us at our next scheduled meeting and discuss assessment.

WASC: Nearly all sub-committee reports have been collected and work has begun to integrate them into the larger report that will be submitted to WASC next month.

There is a proposed WASC policy change which will be discussed at their November meeting and could directly impact CSUCI. The current policy states that the date of initial accreditation occurs at the date of the commission action, typically a meeting at some time following the site visit. The proposed change would make the date of accreditation retroactive to the date of the site visit. With a site visit set for March 2007, this change in policy would result in Spring 2007 candidates graduating from an accredited university.
After some question as to the length of accreditation, Dennis has confirmed that accreditation can be granted for as long as seven years.

The Educational Effectiveness site visit team had been set and will again be chaired by William Plater.

*Policy on the Review of Divisional Assessment Plans:* In response to the first draft of the policy, Dennis has received feedback from one council member therefore further discussion is scheduled for the next Council meeting.

*Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report*

Postponed to next meeting.

*Assessment Activities Reports*

*Maureen McQuestion (Information Technology)*
The balanced scorecard is used internally to measure core services for users such as server downtime, number of help tickets opened each month, number closed and number overdue.

Headcounts of the general purpose computer lab are conducted each half hour to determine number of laptops necessary for laptop check-out program.

Tracking is performed on various products to ensure performance standards, for example, number of copies per toner cartridge.

Engaging in the zero based budgeting process provided an opportunity to review items which have been purchased by IT and how they have been utilized, or not.

Formation of the Information Technology Strategy Council will help to develop priorities for the IT group as well as a framework for accountability.

*All other divisional reports were postponed to the next meeting.*

*Other Business*

*Terms of office for Assessment Council members:*
Dennis suggested that members serve for a term of two years, at which time the term may be renewed indefinitely. The members who were present agreed with this suggestion, therefore he will make the recommendation to Dr. Rush.

*Next Meeting*
Scheduled for 10:30, December 6, 2006.
Members Present:
Colleen Bennett
Trae Cotton
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Maureen McQuestion
Dennis Muraoka – Chair

Invited Guest:
Antonio Jimenez-Jimenez

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 12/6/06 meeting was approved.

Approval of Minutes
The minutes for the 11/1/06 meeting were approved.

Center for Integrative Studies
Antonio Jimenez-Jimenez, Director of the Center for International Affairs (CIA) engaged in a conversation regarding assessment within the Center. After providing an overview of the Center, Antonio explained that the initial assessment plan was drafted by a task force over the summer and it includes surveys for both faculty and students.

Dennis conveyed the wish of the Assessment Council to be a resource to the Center, should the need arise.

Assessment Council Chair Report
WASC: A draft of the Educational Effectiveness Report has gone to Dr. Rush for his review.

Policy on the Review of Divisional Assessment Plans: A second draft of the policy was shared with the group and after some revisions consensus was reached and the policy will be submitted to President’s Council for review.

Invited Guests: Dennis will invite the director for the Center for Multicultural Learning and Engagement to join us for a future meeting.
Assessment Council Website Sub-committee Report and New Policy on Surveys Sub-committee Report
In preparation for the WASC visit, Ernie encouraged members to visit the Assessment Council website and familiarize themselves with its content, if they had not done so already.

Assessment Activities Reports
All divisional reports were postponed to the next meeting.

Other Business
There will be no meeting in January 2007.

Next Meeting
Members Present:
Frank Barajas
Colleen Bennett
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Dennis Muraoka- Chair
Mitchel Sloan

Invited Guest:
Julia Balen

Others Present:
Effie Karacali

Approval of Agenda
The agenda for the 2/7/2007 meeting was approved.

Approval of Minutes
The minutes for the 12/6/2006 meeting were approved.

Center for Multicultural Learning and Engagement
Julia Balen, Director of the Center for Multicultural Learning and Engagement participated in a conversation regarding planned assessment activities within the Center, a desire to link the various campus centers and a description of some of the challenges they face to which members of the Assessment Council were able to offer suggestions for possible improvement.

Policy on the Review of Divisional Assessment Plans
Therese Eyermann notified the group that President’s Council had made very minor changes to the policy prior to granting approval.

Assessment Council Chair Report
Dennis has suggested that a next step would be to form a sub-committee to work on developing procedures for the implementation of the Policy on the Review of Divisional Assessment Plans.

Because of their previous experience in this area, Dennis has asked George Morten and Steve Lefevre to be members of this sub-committee. Additionally,
Colleen Bennett has volunteered to help and we look forward to a report from the sub-committee at the next Assessment Council meeting.

Eventually, the document drafted by this group will be submitted to the President’s Council for comments.

During their final site visit, WASC will meet with the Assessment Council, 3/15/07 at 12:00 pm in the University Hall Training Room. Dennis has suggested that all Assessment Council members read the Educational Effectiveness Report prior to the meeting.

**Other Business**
There will be no meeting in March 2007.

**Next Meeting**
Scheduled for April 4, 2007.
Members Present:
Harley Baker
Frank Barajas
Marti DeLaO
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Dennis Muraoka- Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 4/4/2007 meeting was approved with one addition.

Approval of Minutes
The minutes for the 2/7/2006 meeting were approved.

Assessment Council Chair Report
During their recent visit, the WASC team expressed satisfaction over the progress made by the Assessment Council since their last site visit.

The WASC annual meeting takes place in a couple of weeks. A CSUCI delegation will be in attendance and some, including George Morten, Ted Lucas, Dennis Muraoka and President Rush will also be presenting.

Chancellor’s Office Assessment Initiatives
Ernie reported that the CSU will participate in the Voluntary System of Accountability project. This will require campuses over the next three years to integrate a variety of new assessment tools into their current practices. Year one, Collegiate Learning Assessment – CLA; year two the National Survey of Student Engagement - NSSE, Faculty Survey of Student Engagement – FSSE, and Beginning College Survey of Student Engagement – BCSSE and in year three, the Information and Communication Technology Literacy assessment – ICT.
Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
The sub-committee met to discuss the eventual implementation of the Policy on the Review of Divisional Assessment Plans. They developed some initial guidelines for an implementation plan, and after reviewing them with the Council they will integrate their suggestions and provide a draft document at the next Assessment Council meeting.

Discussion – timing for Melissa Remotti survey
Approved calendaring of Melissa’s survey and will take this as an opportunity to test the Research Calendar / Schedule feature of the Assessment Council website.

Assessment Activities Reports
All divisional reports were postponed to the next meeting.

Other Business
None to report

Next Meeting
Scheduled for May 2, 2007.
California State University Channel Islands
ASSESSMENT COUNCIL

Meeting Minutes
2 May 2007

Members Present:
Frank Barajas
Marti DeLaO
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Maureen McQuestion
George Morten
Dennis Muraoka - Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 5/2/2007 meeting was approved with two additions.

Approval of Minutes
With one small change, the minutes for the 4/4/2007 meeting were approved.

Assessment Council Chair Report
The large CSUCI delegation was a strong presence at the annual WASC meeting.

Ernie announced that the University Survey Calendar/Scheduler is now fully operational (see attached document), and he will coordinate a global campus email announcing this new functionality.

Ernie also provided information from the recent CSU Assessment meeting regarding the CLA – Collegiate Learning Assessment. While there are still a number of details to be worked through, the survey will be administered in Fall 2007 to a sample of first-time freshmen and native seniors.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
A draft implementation plan was reviewed by the Assessment Council, some suggestions were made and additional meetings will be held over the summer months to flesh out more details.
Assessment Activities Reports
All divisional reports were postponed to the next meeting.

Other Business
None to report

Next Meeting
Currently there are no summer meetings scheduled.