California State University Channel Islands
ASSESSMENT COUNCIL

Meeting Minutes
3 October 2007

Members Present:
Harley Baker
Marti DeLaO
Caroline Doll
Therese Eyermann
Ernie Gonzalez
Steve Lefevre
Dennis Muraoka - Chair

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 10/3/2007 meeting was approved.

Approval of Minutes
The minutes for the 5/2/2007 meeting were approved.

Introductions
Postponed until the next meeting.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
A draft rubric for the Review of Divisional Assessment Plans was considered by the Assessment Council. Revisions will be made and the document will be distributed for further review and comment.

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

Other Business
CSUCI has been granted initial accreditation from WASC for a period of seven years.

Next Meeting
November 7, 2007, Sage Hall – room 2030, 3:00 – 4:00 p.m.
California State University Channel Islands
ASSESSMENT COUNCIL
Meeting Minutes
7 November 2007

Members Present:
Harley Baker
Marti DeLaO
Caroline Doll
Stephanie Erickson
Therese Eyermann
Ernie Gonzalez
George Morten

Guests:
Emily Deakin
Maureen McQuestion

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 11/7/2007 meeting was approved.

Approval of Minutes
The minutes for the 10/3/2007 meeting were approved.

Accounts Payable Survey Results – Emily Deakin
Emily Deakin discussed the results of the 2007 CSU Quality Improvement Program survey of Accounts Payable, and the department’s subsequent response to the results.

University wide software solution – Maureen McQuestion
Maureen McQuestion queried the group about the proper forum to begin discussions regarding a university wide software solution to address polling, surveying and elections.

The council will discuss the matter further at the next meeting.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
A draft Review of Divisional Assessment Plans Procedures and University Division Program Assessment Model were considered by the Assessment Council. Therese has requested that any additional suggestions be forwarded to her so she
can incorporate changes and distribute again for review prior to the December meeting.

**Assessment Activities Reports**

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

**Next Meeting**

December 5, 2007, University Hall – Conference Room 1, 3:00 – 4:30 p.m.
Meeting Minutes
5 December 2007

Members Present:
Caroline Doll
Therese Eyermann
Steve Lefevre
George Morten
Dennis Muraoka

Guests:
John Reid

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 12/5/2007 meeting was approved.

Approval of Minutes
The minutes for the 11/7/2007 meeting were approved.

University Police Survey Results – John Reid
John Reid discussed the results of the 2007 CSU Quality Improvement Program survey of the University Police, and identified areas of possible improvement in the future.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
A second draft Review of Divisional Assessment Plans Procedures and University Division Program Assessment Model was considered by the Assessment Council. Suggestions were offered requiring further revision of the document. Therese will incorporate changes and distribute the final draft.

University wide software solution
Further discussion on this matter was postponed until the next meeting.

Assessment Activities Reports
All divisional reports were postponed to the next meeting.
Members Present:
Harley Baker
Marti DeLaO
Caroline Doll
Therese Eyermann
Dennis Muraoka

Guests:
Nancy Gill
Natalie Kiunke (on behalf of Ernie Gonzalez)
Ed Nuhfer

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 2/6/2008 meeting was approved.

Approval of Minutes
The minutes for the 12/5/2007 meeting were approved.

Communications & Marketing 2008 Baseline Market Research Survey – Nancy Gill
Nancy Gill discussed a plan to enlist a consultant to conduct a baseline market research survey for the university that she hopes will be completed by the end of the spring semester. The council provided Nancy with some suggestions and asked her to return when she receives the survey results.

Report from sub-committee for the Policy on the Review of Divisional Assessment Plans
The council considered the latest draft of the Review of Divisional Assessment Plans Procedures. A few suggestions were made and Therese will make the necessary revisions.

In an effort to move towards final approval of the document, Therese will present the latest draft at the upcoming President’s Cabinet meeting and solicit their comments.
University wide software solution
Further discussion took place on a matter Maureen McQueston brought to the November 2007 meeting regarding selection of a university wide software solution to address polling, surveying and elections.

The Assessment Council ultimately determined that there were other groups on campus better suited to make such a determination for the university. Therese offered to communicate this outcome to Maureen on behalf of the group.

Assessment Activities Reports
Therese Eyermann (Office of the President) – There are plans to include the front office staff in the regular assessment tasks performed by the Office of the President.

Caroline Doll (Finance & Administration) – Food Services is currently conducting a survey of all faculty, staff and students. Various other groups within Finance & Administration have volunteered to take part in CSU systemwide surveys later this year.

Harley Baker (Academic Affairs) – Harley introduced Ed Nuhfer, to whom he has begun to transition assessment responsibilities for Academic Affairs.

Marti DeLaO (University Advancement) – With the departure of Marty de los Cobos as the Vice President for University Advancement, the group is awaiting the naming of his replacement before moving forward with a formal assessment plan.

Other Business
Dennis had a discussion with Dr. Rush regarding Assessment Council membership. It was decided that the group should consider instituting term limits and new members will be named by Presidential appointment.
Members Present:
Caroline Doll
Therese Eyermann
Steve Lefevre
George Morten
Dennis Muraoka

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 4/2/2008 meeting was approved with one addition.

Approval of Minutes
The minutes for the 2/6/2008 meeting were approved.

Survey Scheduling Requests
The Multicultural and Women’s & Gender Student Center is considering conducting a campus survey. After some discussion, it was determined that more work is required before it may be brought to the Assessment Council for scheduling. The members agreed that if the survey is complete before the next scheduled meeting, it may be distributed via email for comments.

Human Resources would like to ask the campus community to participate in a workplace satisfaction survey conducted by Quantum Market Research for the Pacific Coast Business Times. The online survey would run for approximately two weeks and would begin immediately. Assessment Council members encouraged participation in this survey.

Determine Division for 2008/09 Assessment Plan Review
Assessment Council members have proposed that Student Affairs be the first division to take part in the Assessment Plan Review. George Morten will discuss the proposal with Greg Sawyer and report back to the group.

Assessment Activities Reports
Therese Eyermann (Office of the President) – The front office staff is drafting a customer satisfaction survey.
Caroline Doll (Finance & Administration) – various groups within Finance & Administration have volunteered to take part in CSU systemwide surveys. Results will be available later in the year.

Steve Lefevre (Academic Affairs) – Steve provided a status on current program reviews.

Other Business
A photo was taken of the members present for the Assessment Council poster to be displayed as part of the President’s Annual Celebration of Excellence.