Meeting Minutes
1 October 2008

Members Present:
Bob Bleicher
Marti DeLaO
Caroline Doll
Steve Lefevre
Nelle Moffett
George Morten
Dennis Muraoka
Ed Nuhfer

Guests:
Harley Baker
Dawn Neuman

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 10/1/2008 meeting was approved.

Approval of Minutes
The minutes for the 4/2/2008 meeting were approved.

Introductions
Introductions were made and Dennis provided an overview of the group and their charge for the benefit of our new members.

Assessment of pilot review of teaching effectiveness
Harley Baker approached the Assessment Council regarding a pilot review of a potential tool to review teaching effectiveness. The current survey is not as useful as it could be therefore, work has been done on campus to develop a possible new tool to better meet our needs.

Assessment Council members had no objections to the calendaring of this pilot survey near the end of the semester.
Review of Divisional Assessment Plan – The Division of Student Affairs
Dennis Muraoka has met with Greg Sawyer to discuss this process and a timeline. He will keep the Assessment Council apprised of progress.

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

Caroline Doll (Finance & Administration) – various groups within Finance & Administration have participated in CSU systemwide surveys this year. Joanne Coville and Caroline Doll are meeting with the unit leaders to discuss results and identify next steps.

Other Business
Dawn Neuman stepped in briefly to meet the group and express interest in attending an upcoming meeting.

There is a location change for the November meeting. Dennis will be sending out an updated meeting request to reflect the change.
California State University Channel Islands
ASSESSMENT COUNCIL

Meeting Minutes
5 November 2008

Members Present:
Bob Bleicher
Marti DeLaO
Therese Eyermann
Caroline Doll
Nelle Moffett
Dennis Muraoka
Ed Nuhfer

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 11/5/2008 meeting was approved with one addition.

Approval of Minutes
The minutes for the 10/1/2008 meeting were approved.

Introduction of new members
None were necessary.

Assessment Council policies up for renewal - Therese
Policies approved by the President’s Council are to be renewed every three years. Two Assessment Council policies up for possible renewal are The Policy on Clearinghouse for Institutional Research and the Policy on Coordination of Data Collection for Purposes of Institutional Research.

A review of the policies resulted in suggestions for revision therefore a sub-committee has been formed to provide recommendations to the group at the next scheduled meeting.

Voluntary System of Accountability - Nelle
Nelle provided an overview of the Voluntary System of Accountability (VSA) project in which the Chancellor’s Office requires participation by all CSU campuses. VSA includes administering various surveys to students (NSSE, BSSE, CLA), the results of which are incorporated into College Portrait, a template that provides campus information to the public.
Food Services Survey – Caroline
A customer satisfaction survey of campus food services is planned for later this year. When the survey tool is created and a distribution date has been determined, Caroline will inform the Assessment Council.

Assessment Activities Reports
*Dennis Muraoka* – plans to meet with Julia Wilson to discuss assessment activities and encourage her to attend a future Assessment Council meeting.

Other Business
None
Members Present:
Bob Bleicher
Marti DeLaO
James Foley - student
Caroline Doll
Steve Lefevre
Nelle Moffett
George Morten
Dennis Muraoka
Ed Nuhfer

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 12/3/2008 meeting was approved.

Approval of Minutes
The minutes for the 11/5/2008 meeting were approved.

Introduction of new members
Student representative, James Foley was introduced.

Assessment Council Policies review - Nelle
A sub-committee was formed to review the current Policy on Clearinghouse for Institutional Research and the Policy on Coordination of Data Collection for Purposes of Institutional Research.

Nelle presented the proposed revisions to the Assessment Council and along with a few other minor changes the policies will be presented at the next President’s Council for approval.

National Survey on Student Engagement - Nelle
Nelle has received the results from the National Survey on Student Engagement (NSSE) and the Beginning College Survey of Student Engagement (BCSSE).

After providing a brief overview of the two surveys it was decided that Nelle would pass along the data to Assessment Council members and time would be set aside at the next meeting to explore the results.
Assessment Activities Reports
George Morten – Student Affairs is in the self-study section of their Assessment Plan Review. They have identified an independent reviewer and are working to schedule a campus visit.

Steve Lefevre – the English, Art, Liberal Studies and Math programs are undergoing Program Reviews. Each has hosted external reviewers and final reports are expected by the end of December.

Caroline Doll – a review of the food services survey must still be done in order to determine if the survey will be distributed again.

Caroline is forwarding information to Assessment Council members regarding the CSU Quality Improvement Awards in an effort to solicit possible nominees.

Dennis Muraoka – needs to reschedule his meeting with Julia Wilson to discuss assessment activities and encourage her to attend a future Assessment Council meeting.

Other Business
None
Members Present:
Bob Bleicher
Marti DeLaO
Caroline Doll
Steve Lefevre
Nelle Moffett
Dennis Muraoka
Ed Nuhfer

Guests:
Therese Eyermann
Dai Li
Pamela Abbott-Mouchou
Jane Sweetland

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 2/4/2009 meeting was approved with one correction.

Approval of Minutes
The minutes for the 12/3/2008 meeting were approved.

Review of NSSE (National Survey of Student Engagement) - Nelle
Nelle led a review and discussion of NSSE results.

Assessment Activities Reports
Divisional reports were postponed to the next meeting.

Other Business
None
Members Present:
Bob Bleicher
Marti DeLaO
Caroline Doll
Steve Lefevre
Nelle Moffett
George Morten
Dennis Muraoka
Ed Nuhfer

Guests:
Marcela Cuellar
Dai Li

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 4/1/2009 meeting was approved with one correction.

Approval of Minutes
The minutes for the 2/4/2009 and 2/27/09 meetings were approved.

Hispanic Serving Institution Designation – Marcela Cuellar
UCLA, Doctoral Student, Marcela Cuellar provided an overview of a study she plans to conduct at CSUCI. Ms. Cuellar was able to answer questions and gather suggestions from the Assessment Council. The study results may be advantageous should CSUCI seek to obtain HSI status in the future.

Institutional Survey Administration Policy – Nelle
Nelle provided a copy of a draft document from another campus, outlining their Institutional Survey Administration Policy. She was interested in receiving input regarding a couple of items we might consider adding to our own policy. Further discussion is necessary and will likely not occur until the Fall semester.

Assessment Activities Reports
Divisional reports were postponed to the next meeting.

Other Business
None
Meeting Minutes
13 May 2009

Members Present:
Bob Bleicher
Marti DeLaO
Caroline Doll
Steve Lefevre
Nelle Moffett
George Morten
Dennis Muraoka
Ed Nuhfer

Others Present:
Tia Clarke

Approval of Agenda
The agenda for the 5/13/2009 meeting was approved.

Approval of Minutes
The minutes for the 4/1/2009 meeting were approved.

Student Affairs Assessment Plan Review Progress Report – George Morten
The External Reviewer Report was discussed.

The final step in the Assessment Plan Review requires that a memo be drafted to Dr. Rush providing observations on the quality of the Student Affairs assessment plan.

NSSE Results by Mission Pillar – Nelle Moffett
Nelle conducted a review of a document she created that categorized the NSSE (National Survey of Student Engagement) questions by Mission Pillar.

Assessment Activities Reports
Marti DeLaO – University Advancement is currently updating their assessment plan. Julia Wilson will meet with the Assessment Council this fall to discuss division assessment activities.

Steve Lefevre – the Art, English, Liberal Studies and Math programs have completed their first two-year program reviews.

Caroline Doll – Finance & Administration is revising their Strategic Plan. Due to the diversity of departments within the division, Caroline Doll was seeking advice from the Council on how best to draft meaningful goals and objectives that align with the University mission.
Other Business
WASC Update – CSUCI has been approved for the first substantive changes following WASC accreditation. Approvals include a Master’s Degree in English as well as a Fast Track Authorization which will facilitate expedited authorization of future Master’s programs.