

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Meeting Minutes  
30 September 2009**

*Members Present:*

Bob Bleicher  
Caroline Doll  
Steve Lefevre  
Nelle Moffett  
George Morten  
Dennis Muraoka  
Ed Nuhfer

*Others Present:*

Tia Clarke

**Approval of Agenda**

The agenda for the 9/30/2009 meeting was approved.

**Approval of Minutes**

The minutes for the 5/13/2009 meeting were approved.

**Divisional Assessment Periodic Review Process**

With the first Divisional Assessment Review of Student Affairs completed, the Council solicited suggestions from George Morten for areas of improvement in subsequent reviews.

George offered the following:

1. Stressed the importance of preparing staff for the self-study portion of the review.
2. Calendaring of action steps should be somewhat flexible as tasks like external reviewer scheduling can be challenging.
3. A report template for the external reviewer would be helpful.

**Assessment Activities Reports**

Steve Lefevre – members of Academic Affairs have worked to review and revise student learning outcomes at the program level.

Caroline Doll – some departments in Finance & Administration (OPC, Parking, Accounts Payable and Accounting) have participated in the systemwide customer satisfaction surveys administered by the Chancellor's Office. Results are expected soon.

## **Other Business**

**Assessment Council Membership** – Bob Bleicher has offered to serve another term as the Assessment Council faculty member for 2009-2010.

Dennis Muraoka asked those present to give some thought to who might chair this group after this academic year.

Dennis Muraoka has contacted Michael Berman regarding IT representation on the Assessment Council.

**Student Survey Schedule** – Nelle Moffett has developed a calendar of institutional surveys (NSSE – National Survey of Student Engagement, BCSSE – Beginning College Survey of Student Engagement, CLA – Collegiate Learning Assessment and Diverse Learning Environment) to be given to CSUCI students over the next several years.

She will distribute the schedule via email to Assessment Council members.

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Meeting Minutes  
2 December 2009**

*Members Present:*

Bob Bleicher  
Marti DeLaO  
Caroline Doll  
Steve Lefevre  
Nelle Moffett  
Dennis Muraoka  
Jonathan Neira  
Ed Nuhfer

*Guest:*

Therese Eyermann

*Others Present:*

Tia Clarke

**Approval of Agenda**

The agenda for the 12/2/2009 meeting was approved with one addition.

**Approval of Minutes**

The minutes for the 9/30/2009 meeting were approved.

**Introductions**

New student member, Jonathan Neira was introduced.

**Bike Survey**

Therese Eyermann joined the group to ask for suggestions regarding a draft bicycle usage survey that will be distributed to the campus at the beginning of the spring semester.

**Review of PARC (Program Assessment and Review Committee) template**

Steve Lefevre presented a draft template developed to assist external reviewers in the Program Assessment process. The template helps to organize and standardize the final report and has met with positive feedback from users.

**CAIR (California Association for Institutional Research) conference**

Nelle Moffett provided a brief overview of a software program (TaskStream), which may aid the university in managing assessment processes.

Additionally, she raised a question regarding how we assess and measure student competencies. After some discussion, it was determined that a sub-committee of

Assessment Council members from the Academic Affairs division would meet to discuss the item further and report to the group at the next meeting.

### **Assessment Activities Reports**

Marti DeLaO - University Advancement has recently participated in a few surveys and has also been required to provide various Advancement activities reports to the Chancellor's office. She hopes to share the results from these surveys/reports with the group in the spring.

### **Other Business**

Dennis Muraoka provided information on a Chancellor's Office initiative to improve graduation rates. Each campus has been asked to submit a plan to shrink the achievement gap and facilitate shorter times to graduate and assessment will play an important role.

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Meeting Minutes  
3 February 2010**

*Members Present:*

Caroline Doll  
Nelle Moffett  
Dennis Muraoka  
Judy Swanson

*Guest:*

Michael Berman

*Others Present:*

Tia Clarke

**Approval of Agenda**

The agenda for the 2/3/2010 meeting was approved.

**Approval of Minutes**

The minutes for the 12/2/2009 meeting were approved.

**Introductions**

New member, Judy Swanson was introduced.

**Discussion with Michael Berman, Chief Information Officer**

Michael Berman described his intent to have the newly constituted cross-divisional Information Technology Policy and Planning Committee play a role in assessment of the Academic and Information Technology division. Using the mission and strategic plan of the University as a guide, he expects the committee will help identify goals, and then he and his team will work to build an assessment plan.

**Future Chair of the Assessment Council**

Nelle Moffett has expressed interest in becoming the new Chair of the Assessment Council.

After receiving favorable responses from those present, Dennis Muraoka agreed to compose a recommendation for review by all members before forwarding to Dr. Rush for approval.

**Assessment Activities Reports**

Caroline Doll – due to the diverse nature of the departments within the division of Finance and Administration, assessment activities vary widely. Examples include surveys administered by the Chancellor's Office through the Quality Improvement Program. Efforts are being made to map processes in order to facilitate communication and understanding, as well as document for analysis to identify potential areas for improvement. Support offered in the past by the Chancellor's Office will be reduced in the coming year due to budget constraints; no surveys will be offered and consulting services will be limited.

**Other Business**

None