

**Assessment Task Force
Minutes for February 9, 2005**

Members Present: Bill Bloemer, Beverly Bunch, Sara Cordell, Jeff Decker, Heather Dell, Neil Headman, Taiebeh Hosseinali, Karen Kirkendall, Sharron LaFollette, Jeff Maras, Jelleen Miller, Karen Moranski (Chair), Lynn Pardie.

Members Absent: Jeff Maras, Judy Shipp, Dyanne Ferk, Sharron LaFollette.

I. Reaccreditation

- We discussed Karen K's 5 fundamental questions for team visits, which she created to show us the kinds of questions a site panel could ask. Karen's analysis was that we could formulate pretty clear responses to questions 1 and 2 on learning outcomes.
- Karen M. raised the issue of our baccalaureate skills goals not really reflecting the full baccalaureate experience at UIS (there's nothing on whole student development, for example, or on engaged citizenship). The baccalaureate skills objectives need to link the majors and general education in a clearer way than they do now. We agreed that some outcomes need to be added, but not right now. We agreed to focus, for now, on assessment in general education and the majors, since those are our strengths going into the reaccreditation process.
- We briefly discussed the implications of shutting down the campus assessment office and Karen K. suggested that we will need to talk about the decision we made and figure out where we're going with the structure for campus-wide assessment.
- ATF will continue looking at the fundamental questions. Beverly, Karen, and Karen will meet and make suggestions for group discussion.

II. Planning for February 14 Workshop

- We should have good attendance for the workshop.
- Programs should bring with them examples of assessment documents they have prepared since the November 8 workshop
- We discussed the need for the Provost's Office to do some informal training of faculty (without calling it training) on the preparation of documents for external consumption, such as program reviews (the shift from faculty to administrator is a tough one). We discussed bringing in representatives from programs that have prepared model program reviews.

III. Planning for March 23 Workshop

- Karen K. will e-mail friends at HLC to ask about speakers for the workshop and e-mail us.
- Karen M. will arrange logistics of snack food and room reservation.

IV. Flowchart of the Assessment Process prepared by Lynn Pardie

We went through the flowchart that Lynn produced and divvied up responsibilities for expanding the information in the flowchart.

- Beverly, Lynn, and Bill will continue working on the first part of the flow chart (steps 1 and 2), especially on the linked web pages that Lynn began.
- Taiebeh and Sara will work on Step 3
- Karen M. and Taiebeh will work on Step 4
- Bill will work on fleshing out Steps 5-7 (We added Step 6: How did your results change or reaffirm your curriculum?)
- We agreed that we needed an FAQ and “Panic Buttons” for the left side of the flow chart [not to be called that] (but we did not assign those tasks)
- Jeff and Neil will look at the materials produced and try to read for clarity, additional information needed, etc.

Meeting was adjourned. Next meeting: February 23, 10:00 AM