

**California State University Channel Islands  
ASSESSMENT COUNCIL**

**Meeting Notes  
14 October 2010**

*Members Present:* Caroline Doll, Nelle Moffett, George Morten, Ed Nuhfer, Diana Smith, Judy Swanson. *Others Present:* Tia Clarke

**Review Inventory**

Nelle thanked the council for their feedback on the draft Inventory and led a discussion on the newly revised document. The document was approved with a few minor changes. Nelle also gained consensus on the general direction of the council:

- Survey divisions regarding existing assessment practices and artifacts
- Evaluate division submissions
- Make recommendations to the President

**Discuss Evaluation Rubric**

Regarding evaluation of the information from the divisions, Nelle asked if we should forward the questionnaire along with the inventory and request a self-evaluation from each division or should the council conduct the evaluation using the documents provided by each division. It was agreed that the inventory questionnaire should be sent out now while we continue to work on the evaluation questions.

Members reviewed the existing rubric (created by the Assessment Council in 2008) and discussed how we might draft an evaluation survey using the basic structure and column labels of the rubric. There was consensus that the themes in the far left column need to be restated in simple questions. In preparation for the next meeting, members were asked to draft a few potential questions for the evaluation survey, especially questions that would pertain to their division.

It was noted that a self-evaluation completed by each division may be beneficial to the council by saving time and resources, however it also requires that we rely on the division representative to be fully objective and knowledgeable in reviewing their own documents.

This prompted further conversation regarding the Assessment Council's purpose. Nelle posed two questions in an effort to determine the focus of the council:

- a) Is the division meeting their goals/purpose?

and/or

- b) Does the division's assessment process work?

After some discussion, it was determined that the first question evaluates the outcome measures and ultimately this should reside at the division level while the second question evaluates the system/process and this should be the council's area of focus.

**Process for Vetting Documents**

A decision was made to forward the Inventory Questions document to each division for action while the council continues work on the rubric. Nelle will investigate the appropriate distribution for the document.

**Next Steps**

Nelle has asked council members to send her a few draft questions for potential addition to the rubric for discussion at the next meeting.