ASSESSMENT COUNCIL
Meeting Minutes

September 9, 2010
Present: Kim Black, Angie Koponen, Christine Marston, Annie Epperson, David Kendrick, Lyda Ellis, Jill Bezyak, Karen Raymond, Heng-Yu Ku (KU), Jason Byrnes, Brian Johnson, Stephanie Torrez
Absent: Jay Lightfoot, Eugene Sheehan, Yvette Renee Lucero-Nguyen
Next meeting: November 2, 11-12:30, UC – Spruce C

1. Welcome and introductions
   - Distributed and reviewed binders with information about the council and supplemental readings.

2. Administrative Issues
   - David Kendrick volunteered and was approved as co-chair.
   - To ensure continuity on the Council, we agreed to have some current members volunteer for reduced terms of service. Staggered terms of 1, 2, and 3 years were suggested and accepted.
     - The following individuals volunteered for 1 and 2 year terms.
       - 1 year – Jason Byrnes, Brian Johnson
       - 2 years – Annie Epperson, Christine Marston, Stephanie Torrez
     - We need two more volunteers for one year terms and 1 more for a two year term.
     - All other members will serve 3 year terms.
   - Meeting day and time – 11:00 a.m. Tuesdays for fall 2010. Kim will schedule the remaining meetings for fall semester and send meeting invitations.

3. Message and Charge from the Provost
   - Provost has charged the council with developing a plan for responding to institutional and regional accreditation expectations regarding the assessment of student learning outcomes (SLO).
     - The council will focus on program-level SLO during academic year 2010-2011 with a goal of completing the plan by the end of spring semester.
     - The plan will be implemented starting fall 2011
     - During academic year 2011/2012, the council will develop a plan for course-level SLO assessment.
   - In addition to developing a plan, the council is also charged with identifying and making recommendations regarding professional development and training needs, resources to support faculty and staff, incentives for participation in assessment activities, and recognition strategies.
     - Plan may include a specific proposal for using one-time funds to support recommended strategies.

4. Discussion of Provost’s Charge
- Identify other groups on campus who will need to be involved and/or endorse the plan we develop (such as Liberal Arts Council (LAC), Academic Council, etc.).
  - Stephanie Torrez will discuss with Tom Smith the best way and time to begin working with the LAC.
- Discussed institutional and HLC expectations regarding assessment of SLO.
- Discussed existing institutional processes such as program review and professional accreditations that will support future initiatives.
- Small group will attend HLC assessment workshop in October. Kim Black will provide report that will support the development of the plan.
- Discussed several suggestions for activities or resources we may want to consider as we move forward:
  - Identifying model programs on campus.
  - Researching how other institutions have implemented campus-wide SLO assessment.
  - Identifying “easy wins” to start with.
  - Developing program-specific resources and guides.
  - Ensuring that program and institutional leadership is informed and knowledgeable about internal and external expectations regarding SLO assessment.
  - Using programs that have professional accreditation as best practice models.

5. Next meeting discussion topics:

- Report from HLC conference.
- Begin defining SLO assessment at UNC. Members will review resource materials in distributed notebooks and any other resources that may be helpful in developing a definition for UNC.
- Begin discussing a process for developing the plan and meeting the Provost’s charge to the council. (This may include forming sub-committees and enlisting help from individuals not on the council.)

Meeting adjourned about 12:00.