

California State University, Stanislaus
Assessment Leadership Team

February 28, 2007, 1:00 – 3:00 p.m.
Minutes

Attendees: C. Bengston, H. Coughlin, D. Demetrulias, T. Held, P. Hodge, M. Jaasma, L. Johnson, C. Mercier, G. Novak, E. Pier (for J. Bruner), C. Polhemus, C. Stessman, S. Thomas, J. Tiemann-Gonzalez
Excused: C. Brown, B. Carroll, M. Crumpton Winter, S. Fletcher, D. Hamlett, D. Lindsay, P. Nelligan, R. Roy, C. Whitman

1. **Introductions.** D. Demetrulias opened the meeting at 1:05 p.m.
2. **Composition of ALT.** Following a discussion it was determined to retain the membership of ALT. Incoming chairs will be invited to join the meeting.
3. **Assessing Assessment.**
 - a. **External Reviewer.** It was suggested, due to the Spellings Report, that the reviewer be someone with a national perspective who is able to advise CSU Stanislaus accordingly. Three possible reviewers were discussed, Mary Allen, Barbara Cambridge, and Barbara Walvoord. Each has a unique area of interest, general education, an accreditation perspective, and embedded assessment, respectively. Other suggestions are welcomed.
4. **Inventory of University-wide Measures.** D. Demetrulias explained that the inventory was the result of a campus-wide group reviewing possible methods. C. Bengston reported that the LibQUAL will be done every 2 years with the next administration occurring in 2008/09. D. Demetrulias indicated that the Collegiate Learning Assessment (CLA) was administered at CSU Stanislaus this year to freshman and seniors. The Chancellor may provide funding for future administrations of this instrument as a proactive response to the Spellings Report.
 - a. **Faculty Survey of Student Engagement (FSSE)/National Survey of Student Engagement (NSSE).** D. Demetrulias reported that CSU Stanislaus has participated in the NSSE three times. Data analysis and comparisons are being completed and will be disseminated.

D. Demetrulias explained that in March 2007 all faculty will be invited to take the FSSE as a means of evaluating student engagement in baccalaureate programs. Various faculty groups evaluated the instrument and determined that it could be beneficial. Another FSSE will be administered in fall 2007 for faculty teaching graduate courses. These are one-time administrations which will be reassessed.
 - b. **Individual Development and Educational Assessment (IDEA).** D. Demetrulias suggested that the IDEA could be used for general education and academic programs. All such data are reported in the aggregate with no identifying information by faculty. For example, she explained that IDEA data were used for the last reaccreditation as information from graduate courses was considered, in the aggregate, and overall learning goals were established for the Graduate Program. It was reported that the use of IDEA information was being considered by the General Education Subcommittee.
5. **Overview of Assessment.** D. Demetrulias explained that this document will need to be updated every year. L. Johnson indicated that the Assessment of Student Learning Subcommittee will be reviewing the

document and providing feedback. Further discussion suggested that the action section should be regularly reviewed by the committees and individuals listed and revised accordingly.

6. Presentations.

- a. **Carl Bengston and Tim Held, Library.** C. Bengston and T. Held explained the library has three areas for assessment: library instruction program, services provided in the library, and library collections. As the library instruction program has student learning objectives an assessment plan is being developed. Besides the various types of instruction sessions being given on how to use the library, courses are also taught for the social science and history departments. The LibQUAL, a survey focusing on library quality, is being used to assess all three areas. In addition, data from the Graduating Senior and Alumni surveys as well as the Quality Indicator (QI) survey from the Chancellor's Office are being used to measure the quality of support services. A tool from a national repository has allowed the library to establish benchmarks for the library collections.
- b. **Lynn Johnson, College of Business Administration.** L. Johnson explained that the College of Business Administration formalized its assessment plan and policy in 2001, in preparation for accreditation. They developed four student learning objectives and agreed to assess each objective at least every 3 years. Each year one of three groups are given the EBI (an exam developed by system-wide Business Administration faculty). Data is considered at the university-level and uploaded to a system-wide data aggregate. The use of embedded assessment occurs as writing prompts, focused on the learning objective being reviewed, are administered in capstone courses. Rubrics are used to assess the papers at the program level. As only one learning objective is reviewed each year, the process has proven manageable.
- c. **Clyta Polhemus, Business and Finance.** C. Polhemus explained that Business and Finance began the process of using an assessment method called *Balanced Scorecard* in 2001. The Balanced Scorecard consists of four key areas: financial perspective, internal business perspective, innovation and learning perspective and customer perspective. By 2003 goals had been mapped and in 2004 measures were developed and implementation began. Currently, Business and Finance is evaluating if they are measuring the right outputs. C. Polhemus was asked to continue her presentation at the next meeting.

7. Next Meeting Date & Agenda

- a. Meeting tentatively scheduled for September 26, 2007, 1:00 – 3:00 p.m., South Dining
- b. Potential Agenda Items Include:
 - › Mary Allen visit, Assessing the Assessment Program at CSU Stanislaus
 - › Reaccreditation Capacity and Preparatory Review
 - › Update on Program Assessment Coordinators and Assessment Council (Rosanne Roy)
 - › NSSE/FSSE and Exit Survey Data/Findings
 - › Assessment Action Items
- c. Presentations
 - › Clyta Polhemus, Business and Finance
 - › Jill Tiemann-Gonzalez, Student Affairs

Respectfully submitted,
Lori Phillips