Members Present: B. Holohan, B. Howard, R. Timmons, C. Wright, P. Martinez, J. Parker, K. Dacus

1. The meeting was opened with prayer at 1:42 p.m..

2. Previous meeting minutes were briefly reviewed

3. The CBU WASC Steering Committee minutes from the January 9, 2002 meeting were reviewed and discussed. The discussion centered on the planning for the WASC Special visit scheduled for October 2003. The Steering Committee minutes provide good direction and vision for the work necessary for the October 2003 visit.

4. The newly written “Assessment at CBU” and “Assessment Web Page Outline” and “Institutional Portfolio” were reviewed and discussed. It was explained that “assessment at CBU” is an attempt to answer one of WASC’s questions from the last visit. In a brief document, this defines what Assessment means at CBU. The Assessment Web Page Outline and Institutional Portfolio provide a view of how we envision documenting the “culture of evidence” at CBU regarding the continuing improvement of the learning environment. It was suggested that these two elements of the CBU website could be considered our “Electronic Evidence Room.” The goal is for this to be the location where anyone could go to find information about what and how CBU strives to produce specific outcomes in our students. The normal flow of information would be to identify the desired outcome, show how it’s achievement would be measured, provide the evidence of the results of the analysis, and, finally, demonstrate how the results would be used to improve the learning environment. Although each element found on the Assessment Web Page and Institutional Portfolio may not directly be able to show these four steps, the purpose of the site would be to integrate this theme throughout.

5. The last two items discussed in this meeting were (1) an extract from the March 2000 WASC Comprehensive Report of “recommendations” and “suggestions” and (2) an extract from the WASC website showing criteria and suggested documentation for accreditation. These two items were briefly discussed in terms of how the writing CBU will do in preparation for the October visit will need to address the items from the previous visit and also keep the principles of accreditation in mind.

6. The meeting ended with committee members being asked to review the provided documents to become more familiar with the issue of assessment and preparation for the WASC visit. It was suggested that the committee be provided more specific details on what will be needed in terms of data to collect and documents to write. As data and necessary issues are developed they will be provided to committee members for assistance in analysis and writing.

7. The meeting adjourned at 3:06 p.m.

Committee Members: P. Martinez, J Parker, K. Dacus, K. Fagan, G. Barfoot, B. Howard, R. Timmons, C. Morgan, A. Stumpf, A. Lammons, B. Holohan, C. Wright

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Note: A copy of the agenda and associated papers is being provided to Committee Members who were
not able to attend the meeting.