California Baptist University
Assessment Committee
Meeting Notes, September 10, 2003

Members Present:  P. Martinez, J Parker, P. Kircher, M. Moore, C. Kong, V. Handojo, C. Morgan, D. Wible, A. Lammons, C. Wright, E. McLaughlin
Absent:  K. Dacus

1. The meeting was opened with prayer.

2. A copy of the Definition of the Committee was provided as an introduction to the discussion of the function of the Committee.

3. The process of evaluating Student Outcomes Assessment and Educational Effectiveness was discussed and the Nichols Model was described. The process of conducting a Program Review was also explained.

4. Assessment at CBU, Levels of Academic Assessment, a flow chart for the evaluation of a major, and a set of training notes about assessment were briefly reviewed.

5. The University’s Outcomes Assessment timeline, an example of a program overview and the charted review of a set of IESO’s for one program were briefly discussed. It was explained that one of the Committee’s important functions will be to systematically review several outcome assessment plans and results as well as several program reviews. The Committee will fulfill a crucial role in providing internal assistance to Deans and Chairs as “another view” of their evaluation results and planning is provided.

6. A compilation of all of the 2002-2003 results (Institutional Effectiveness and Student Outcomes Assessment) was provided and briefly discussed. All members were asked to review the details before the next meeting.

7. The Assessment Web Page (aka Electronic Evidence Room) was described and members were provided a guide for navigating to the site. All members were asked to spend some time reviewing the page before the next meeting.

8. Members were asked to think of possible articles or information to include in the next CBU Assessment Newsletter.

9. The next meeting was scheduled for 3:00 p.m. on Wednesday, October 1, 2003.

10. The meeting adjourned at 4:10 p.m.