

OUTCOMES ASSESSMENT TASK FORCE
MINUTES OF MEETING OF JANUARY 13, 2005

Present: Ana Fraiman, Jane Peller, Larry Berlin, Selina Mushi, Lisa Hollis-Sawyer, Linda Rueckert, Judith Kaplan-Weinger, Mary Ellen McGoey, Eleni Makris, Angeles Eames (ex-officio), Kris Pierre (ex-officio), and Shelley Bannister (ex-officio)

1. Meeting times for the rest of the semester: Larry reported that the time that seems best for the most number of Task Force members is Thursdays from 3-4:30.
2. The Task Force identified a number of tasks for Spring 2005:
 - a. continue to review program/department assessment plans
 - b. assist programs/departments with data collection
 - c. Assessment Fair, Tuesday, April 19, 2005 from 1-6
 - d. assist with Higher Learning Commission self-study
 - e. look at existing surveys/questionnaires and determine which items would be useful for assessing student learning
 - f. look at Student Satisfaction Inventory and determine how it will be useful
 - g. find ways to motivate/assist/encourage/facilitate review of assessment plans and data collection by programs/departments; OATF members need to "plant seeds and water them"
 - h. get Provost involved in this process (see 'g')
 - i. create a timeline for self-study
3. Task Force members engaged in a spirited and exciting discussion about our role in the self-study and the engagement of our colleagues in this process.
4. Members are encouraged to refer to and publicize the assessment website: www.neiu.edu/~neassess.

Respectfully submitted,

Shelley Bannister, ex-officio member