

**Minutes - Assessment Meeting
May 10, 2005**

Present: B. Adamczuk, M. Amos, B. Bales, S. Bannister, A. Jenkins, F. Keelen,
D. Merrill, J. Mizrachi, I. Moore, K. Pierre, T. Wilson

Absent: C. Kuenstler, D. Paul

- Minutes of 3/29 were accepted
- Setting notes on time for different discussion items - Was suggested to save the last 15 minutes to go back, and then move on, but stay on track. Group agrees this process should help give structure to meetings and help prioritize discussion topics.
- Joint Meeting with OATF and HLC Steering Committee in June – Was suggested to schedule a joint meeting among three groups regarding assessment. HLC trying to simplify process. Three hours needed to accomplish this. Group agreed to Wednesday, June 1 from 1:00 – 4:00 pm as a tentative time. Bannister or Pierre will get back on this to confirm.
- Purpose of self-study group prior to visitation on January 2007 – reports need to be written. The Steering Committee will bring more people into the process. Criteria Committee will engage others to find evidence that everything NEIU does is consistent with our mission - how things are being done, and how it's communicated, what are we trying to teach and how is knowledge being imparted. This includes Counseling, Facilities Management, the councils, etc. People will be contacted to prepare them for involvement, having a sense of participation. The purpose statement is being developed, engaging campus on various topics and communicating information. As many people are needed to be involved. Let Kris know if you have any suggestions (includes students and civil service).
- Observations on NSSE findings – Identify areas to work on and follow up on the following: focus on No. 8, 9, 10 and some aspects of 1 and 11. Get more students involved. Have a drop box for student feedback. Have students fill out information while on campus with an incentive (i.e., food) immediately following. Item 1.u. was discussed – first year students have less serious conversations than seniors do. Intentional programming not taking place as much as with first and second year students. Relationship with administrative offices is lower than other urban schools. However, their experience is not very positive when reaching out in troubled times.
- Time usage was discussed. Pay is too low here for students to work on campus, which is a big issue for students. If Saturdays and Sundays were an option, it would be a big help since most students work weekends. Library offers good

time management skills, which is also offered at orientation, but there's a low turnout. Freshmen do not think this is a problem. Tutors refer them to Library, also. Students depend more on networking with other students. They need to utilize the internet and email more. Returning adults are looking for ways to work on campus. It was suggested that information could go into Insight Newsletter or through the chairpersons/deans to forward to faculty, like a bullet priority list. Faculty should be made more aware of student experiences. Some of these points should be used in programming or doing things differently.

- It was decided to make the NSSE the focused topic for next meeting scheduled for May 24 in SU-216.