

University Assessment Committee Minutes
November 17, 1999, 4:00 p.m.
South Meineke Boardroom, Memorial Union

Present: Allyn Kostecki, Joe Latimer, Jeff Low, Bill Martin, Tom Scherer, Richard Shaw, Brad Strand, Bob Harrold.

Unable to attend: Mary Kuzel, Laura de Haan, Richard Chenoweth

Minutes: There were no corrections to the minutes of the November 3, 1999, meeting.

Announcements

1. Harrold announced the 105th Annual Meeting of the NCA on April 1-4, 2000 in Chicago. The NCA web site, <http://www.ncacihe.org/conference/index.html> has more information. Please contact Bob Harrold if you are interested in attending.
2. Establishing dates for next semester's UAC meetings was discussed. A handout with open times was distributed. Members should identify their preferred times return to Bob Harrold by December 1, 1999. Meeting rooms will be scheduled when dates and times are decided. Further discussion on this will take place at the next meeting.
3. Harrold announced that the AAHE Conference would be held in June in Charlotte, NC. There is an opportunity for two committee members to attend. The AAHE web site, <http://www.aahe.org> has more information. Please contact Bob Harrold if you are interested in attending.
4. Harrold announced that Dr. Schnell has received a letter from the Bush Foundation stating that the grant has been approved. Release of funds should begin this month.

Reports: None

Unfinished Business:

1. Draft two of the "Guidelines for Assessment" was discussed. It was suggested that samples of assessment reports be placed on the web page.
2. The "Goals for Improving Assessment" were discussed and it was suggested that the items that have already been completed might be removed.
3. Harrold asked that any comments on the "Letter to Deans" be sent to him electronically by next week so it can be presented to Deans.