

University Assessment Committee Minutes
Wednesday, November 3, 1999, 4:00 p.m.
Badlands, Memorial Union

Present: Richard Chenoweth, Allyn KostECKi, Mary Kuzel, Joe Latimer, Jim Lindley, Jeff Low, Richard Shaw, Bob Harrold.

Unable to attend: Bill Martin, Laura de Haan, Tom Scherer, Brad Strand

Minutes: There were no corrections to the minutes of the October 20, 1999, meeting.

Announcements: None

Reports: None

Unfinished Business

1. Shaw distributed a new one-page draft (draft 2) and discussion continued on the new "Guidelines for Assessment." It was suggested that the guidelines should be kept to one page and a good example of a chart/list could be added as an attachment. Draft 2 will be distributed electronically for further comments by members.
2. KostECKi suggested that different guidelines for assessment be written for non- instructional units. Harrold will develop a draft of guidelines for non-instructional units and send out electronically to members for comments.
3. The handout "Goals for Improving Assessment at NDSU" was discussed and will be sent out to members electronically for comments. Suggestions or comments may be sent directly to Bob Harrold or shared using the LISTSERV.

New Business

Harrold asked for comments and suggestions on the "Draft Message to Deans." It was suggested that Dean's could give good department contacts. Harrold noted that if the Bush grant were approved, this would mandate frequent meetings with Deans. A draft of this letter will also be sent out to members for suggestions or comments. Suggestions or comments may be sent directly to Bob Harrold or shared using the LISTSERV.

The meeting was adjourned at 4:40 p.m.

Recorder: Bonnie Erickson

Next meeting: Wednesday, November 17 at 4:00 P.M. in S. Meineke, Memorial Union.