

University Assessment Committee Minutes
October 6, 1999, 4:00 p.m.
South Meineke, Memorial Union

Present: Richard Shaw, Thomas Scherer, Allyn KostECKi, Joe Latimer and Bob Harrold.

Unable to attend: William Martin, Brad Strand, Laura de Haan, Mary Kuzel and Richard Chenoweth.

Minutes: There were no corrections to the minutes of the September 22, 1999, meeting.

Announcements

Bob Harrold informed the members that there are two copies of the grant application to the Bush Foundation on reserve in the Library.

Reports

Richard Shaw distributed the draft of revised Guidelines for preparing Assessment Reports for AY1999-2000. During the discussion that followed, there was a suggestion that the draft be divided into two parts with the first defining example assessment practices and the second part listing guidelines for preparing assessment reports. This draft will be e-mailed to all members. Suggestions or comments may be sent directly to Richard Shaw and (or) Mary Kuzel (or to all members of the UAC by using the LISTSERV).

Discussion of the draft of new guidelines will continue at the next meeting. Electronic discussion through the e-mail list was encouraged. It was suggested that when the new guidelines are finalized, UAC members should meet with chairs and deans to discuss the new format and respond to questions or concerns that they might have.

Unfinished Business

None

New Business

1. An e-mail message sent by Michael Garrison, chair of a committee revising the bylaws of the University Senate, indicating that the UAC will be added as a standing committee of the University Senate was discussed. Bob Harrold will respond and share comments with UAC members.
2. The "Goals for Improving Assessment at NDSU" from the Assessment Appendix of the grant application to the Bush Foundation (approved by the UAC on