

University Assessment Committee Minutes
Wednesday, September 19, 2001
4 p.m. – FLC 320

Present: Mary Kuzel, Harriett Light, Jim Lindley, Bill Martin, Dave Rider, Ines Rothe, J.W. Schroeder, Bill Slanger, Wm Steven Smith, Bob Harrold

Not able to attend: Richard Chenoweth, Allyn Kostecki, Richard Shaw

Introductions:

- Members of the committee introduced themselves and the college or office they represent.
- Dave Rider opened election for the 2001-2002 UAC chair for nominations. Martin nominated Harold and Lindley seconded the nomination. There were no other nominations. MOTION (Lindly/Harrold): to nominated Bob Harrold as Chair of the UAC for 2001/02. MOTION PASSED WITH UNANIMOUS CONSENT.

Announcements

- The General Education Committee has not yet met and selected a chair.
- Participation in subcommittees was encouraged.
- Dates of future meetings for this semester are:

October 17th at 4:00 p.m. in FLC 320
November 14th at 4:00 p.m. in FLC 320
December 12th at 4:00 p.m. in FLC 320

Reports

- Susan Hatfield (Consultant and external evaluator) will be visiting NDSU on October 8, 9, and 10. A schedule for her visit was discussed. The committee decided that they would let the events Subcommittee do the planning and e-mail members for comments.
- Harrold noted that Bill Martin and Richard Shaw will schedule a meeting with Susan Hatfield. The Departments of Nursing and Theatre Arts will also meet with her.
- Copies of Susan Hatfield's report from last year will be included in the committee binder that is being developed.

New Business

- The potential use of Bush grant funds for the Collaborations workshop on "Making Assessment Meaningful: Practical approaches to documenting and the using evident for student learning" to be held on November 16 and 17 was discussed. MOTION (Light/Kuzel) to support up to 10 faculty members to attend the Collaborations Workshop and report to Assessment Committee what they have learned. MOTION PASSED WITH UNANIMOUS CONSENT.

- The first assessment luncheon will be held in October with Bill Martin and Richard Shaw as speakers. They will work with the Events committee to decide on title, date, time, and place of the luncheon.
- The reminder mailing that was recently sent out to department chairs will be included in the committee binder.

Old Business

- There are 12 reports that will need to be reviewed at this time. Contact Bob Harrold if you can serve as a reviewer at this time. Kuzel noted that new committee members could work the older members to learn the review process.
- The information that was distributed to all chairs early September was discussed. This information included a letter, guidelines, levels of implementation and copies of the English and Nursing Department Assessment Reports. It was noted that these two departments had exceptional reports.
- Goals for Year 2 need to be completed by October 31, 2001
- Goals for 3rd year of grant need to be developed. The grant from the Bush Foundation ends Oct 31, 2002 with final report due January 31, 2003.
- A list of issues and concerns taken from the minutes of this committee for the 2000-2001 academic year was distributed.
- Slanger announced that a sample of students would receive the National Student Survey of Engagement during the spring semester.

Meeting was adjourned at 4:40 p.m.

Recorder: Bonnie Erickson

Next Scheduled meeting is Wednesday October 17, 2001 at 4:00 p.m. in FLC 320.

Future meetings:

November 14th at 4:00 p.m. in FLC 320

December 12th at 4:00 p.m. in FLC 320