

**University Assessment Committee Minutes**  
**Thursday, September 25, 2003**  
**Memorial Union, Plains Room**

**Present:** Sherman Goplen, Robert Groves, Bob Harrold, Terry Knoepfle, Allyn Kostecki, Christy Oliver, Larry Peterson, Amy Richter, Mark Schmidt, J.W. Schroeder, David Scott, Bill Slinger. Recorder: Kären Bjellum

The meeting was called to order at 11 a.m.

**Agenda/Announcements**

**Agenda:** Bob Harrold called for any corrections and/or additions to the agenda. No changes were recommended.

Bob Harrold introduced Robert Groves as the University Senate Liaison. The committee members introduced themselves to Robert Groves and David Scott, the new representative for the College of Pharmacy.

**Election of UAC Chair**

Bob Groves held Election of Chairs. Sherman Goplen nominated Bob Harrold, Terry Knoepfle seconded the motion. Motion passed. The Committee voted unanimously to elect Bob Harrold Chair of the University Assessment Committee for the 2003-04 academic year.

**Changes in UAC Membership**

- a) Bob Harrold announced that Mary Kuzel had resigned her position at NDSU.
- b) Bill Martin and Rick Shaw have resigned due to busy schedules.
- c) Addition of David Scott, representing the college of Pharmacy.
- d) Representatives from the College of Arts, Humanities, and Social Sciences and the College of Science and Math -- **yet to be identified**.

**Development of subcommittees for the 2003-04 academic year**

- a) Steering Subcommittee: Sherman Goplen, Bob Harrold, Mark Schmidt, J.W. Schroeder, Bill Slinger, David Scott
- b) Reviewing Subcommittee: Christy Oliver, Mark Schmidt, Terry Knoepfle, Bob Harrold
- c) Events Subcommittee: Allyn Kostecki, Amy Richter

## **Discussion of methods of enhancing response-time to assessment reports**

- a) Bob explained to the committee members the reason for the different dates that the departments have to choose from.
- b) Mark Schmidt asked questions about reviewing the assessment reports. What areas of the report are more significant?
- c) Robert Groves suggested that the departments should be motivated somehow.
- d) Sherman Goplen said that every department should know what their objectives are, and know what to look for in the outcomes.
- e) Mark Schmidt pointed out the importance of assessment. He suggested the faculty should attend a seminar about accreditation and assessment and President Chapman should make certain that they all attend.
- f) Bob Harrold voiced his concern about the substance of the report. NCA-HLC is concerned with the substance or the quality of the report – not the quantity.
- g) The committee discussed showing the departments what is expected of them.
- h) Larry Peterson suggested that the deans should be more active in the process. Use their authority to see that the reports are done.

Bob Harrold called for a motion to end the meeting.

The meeting adjourned at 12:21 p.m.

Respectfully submitted,  
Kären Bjellum, Recorder

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Next scheduled meeting is Thursday, October 30, 2003 at 11:00 a.m. in the Plains Room, Memorial Union.

### Future Meetings:

November 20, 2003 at 11:00 a.m. in the Plains Room.

December 11, 2003 at 11:00 a.m. in the Plains Room.