

University Assessment Committee Minutes

Wednesday, October 13, 2004

Peace Garden, Memorial Union

Present: Joseph Brennan, Anne Gassman, Sherman Goplen, Bob Harrold, Bonnie Klamm, Allyn Kostecki, Harriett Light, Christy Oliver, Larry Peterson, Mark Schmidt, J.W. Schroeder, David Scott, and Bill Slanger.

Unable to attend: Charles Harter, Charles Okigbo, and Deanna Sellnow.

The meeting was called to order at 3:05 p.m.

Agenda: There were no additions or corrections to the proposed agenda.

Minutes: Add Anne Gassman to the "members present" for the minutes of the September 8, 2004 meeting. A motion to approve the minutes of the September 8, 2004 meeting, with corrections (Light/Brennan) was passed unanimously.

Announcements:

- Harlene Hatterman-Valenti has resigned.
- Change in locations for the last two meetings.
- Discussion of the handouts.
 - Policy Section 332: Assessment of Courses and Instruction.
 - New 2004 Faculty List - Karen is creating an email list.
 - The Human Face of an Evolving Assessment Culture

Reports:

General Education: Larry Peterson said that five of the seven rubrics have gone through the final draft phase. They will be forming focus groups on the UNIV 189 Course Review. New courses and programs that are up for their Five Year Review will need to submit a rubric of student outcomes before they will be renewed.

Assessment in Student Affairs: Allyn Kostecki stated that Dr. Wallman has provided a list of expectations for annual reports in Student Affairs. For the purposes of this committee, significant elements include identification of an outcomes statement and results of outcomes assessments. Allyn pointed out that the Student Affairs assessment reports will be different than the academic assessment reports.

Bob indicated that the committee would obviously need to determine how reports from Student Affairs will be evaluated.

Unfinished Business

Larry Peterson said that Mike Robinson from the University Archives is requesting that departments send their annual reports and other pertinent materials to the University Archives at 1305 19th Ave N (the old K-Mart building).

New Business

Updated spreadsheet of assessment reports received for 2003 – 2004: An updated spreadsheet was distributed. There are still departments that are not current with their reports at this time.

Progress on review of assessment reports: A reviewer is needed for the report from the Department of Pharmacy Practice.

Presentation on the “Guide for Reviewers: Mark Schmidt and Christy Oliver have been informed by the Collaboration for the Advancement of Teaching and Learning that their proposal for a presentation on the “Guidelines for Reviewers” has been accepted. Their presentation will be at meetings scheduled for February 18 and 19, 2005 in Bloomington, MN.

Comments from departments

David Scott told the committee that the Dr. Charles Peterson, Dean of the College of Pharmacy thought it would be a good idea for University Assessment Committee Members to do a “Question and Answer” presentation with each department. There was general agreement that the Committee should continue these activities whenever possible.

Late, or Delinquent Reports

Bob will be drafting a letter that will be sent to department chairs that have not turned in their reports. A motion was made to move forward with the letter draft (Goplen/Oliver) and was unanimously approved.

A motion to adjourn at 3:50 (Scott/Oliver) was approved.

Kären Bjellum, Recorder.