

## **University Assessment Committee Minutes**

Monday, September 19, 2005

University Chamber, Memorial Union

**Present:** Gene Berry, Joseph Brennan, Ross Collins, Bob Harrold, Bonnie Klamm, Harriett Light, Christy Oliver, Mark Schmidt, J.W. Schroeder, David Scott, and Bill Slanger. Guest: Val Anderson Recorder: Kären Bjellum

**Unable to attend:** Russ Danielson, Allyn Kostecki, Deanna Sellnow.

The meeting was called to order at 2:00 p.m.

**Introductions:** The committee members introduced themselves for the benefit of the new members.

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

**Minutes:** A **MOTION** (Oliver/Light) was made to approve the minutes from the March 7, 2005 and April 18, 2005 meetings. **MOTION CARRIED.**

### **Reports:**

There were no reports.

### **Update on activities of the General Education Committee**

The committee is waiting for a chair to be elected. Provost Schnell has discussed the need for college representation by faculty eligible to serve as the committee chair. Christoffers is currently convening the meetings until a chair is elected.

### **Unfinished Business:**

#### **Assessment in Distance Education Courses**

Light asked if the focus for assessment of student learning would be for courses offered by distance education or by continuing education. Harrold responded that assessment is embedded at the course level and that mode of delivery is not a factor because assessment is the responsibility of the instructor. After discussion, Harrold suggested that the committee discuss this at the next meeting. Lisa Nordick, Director of Distance and Continuing Education will be contacted for information from her perspectives.

No additional new business was presented.

### **New Business:**

#### **Evaluation of Annual Assessment Reports from Academic Departments and Programs**

Provost Schnell requested a 10 year matrix of assessment reports. Harrold provided the material necessary for the matrix. Extensive discussion regarding the numerical ratings took place.

**Updated spreadsheet of assessment reports received for 2003 – 2004:** An updated spreadsheet was distributed. Most of the reports have been received.

#### **Updated spreadsheet of 2004 – 2005 Assessment Reports**

Harrold indicated that the quality and timeliness of the reports is improving.

#### **Membership Roster**

The representative from the College of Engineering and Architecture has not been elected. A replacement for J.W. Schroeder is to be identified by the NDSU Extension Service. The position of liaison from the General Education Committee is vacant until a new chair can be elected. A representative of the undergraduate students has not been appointed.

#### **Supplemental Packet**

The following items were distributed:

- “Guidelines to Institutions, Team Chairs and Program Evaluators on Interpreting and Meeting the Standards Set Forth in Criterion 3 Engineering Accreditation Criteria”
- Opportunities for Improvement: Advice from Consultant-Evaluators on Programs to Assess Student Learning”
- Teaching Goals Inventory ... Online!
- Classroom Assessment – Southern Illinois University Edwardsville
- 1998 – 1999 Department of Communication assessment report (copy)
- 2004 – 2005 Department of English assessment report (copy)

#### **Assessment Materials Packet**

Additional items distributed at this meeting included:

- Copy of the August 15, 2005 Assessment Letter to Chairs/Directors
- Guidelines for Reporting Assessment Activities 2005 – 2006
- Self-Reporting of Levels of Implementation
- Direct, Indirect, and Non-Measures of Student Learning
- NDSU – UAC Guide for Reviewers of Academic Assessment Reports.

A two-page document from the Higher Learning Commission. “Student Learning, Assessment, and Accreditation”, was distributed and will be discussed at the October meeting.

#### **Levels of Implementation Data Sheet**

Harrold indicated that several departments are not turning in the “Levels of Implementation” sheet in the assessment packet sent to departments and programs in August each year.

The committee members also received the description of the University Assessment Committee's responsibilities from the Constitution and Bylaws of the University Senate (page 12).

A **MOTION** (Brennen/Scott) was made to adjourn at 1:55 p.m.

Respectfully submitted, Kären Bjellum, Recorder.