

University Assessment Committee

Minutes for Monday, February 4, 2008

2 p.m. in the Mandan Room of the Memorial Union

Members of the University Assessment Committee Present: Bakr Aly Ahmed, Pam Hansen, Bob Harrold, Abram Jackson, Bonnie Klamm, Charles Okigbo, Larry Peterson, J. W. Schroeder, David Scott, Bill Slinger, Donna Terbizan.

1) Approval of minutes from the meeting of January 7, 2008, which were distributed electronically on January 10, 2008 and at current meeting. No changes, corrections or updates to January 7, 2008 minutes. Minutes were approved.

2) Additions to the proposed agenda and announcements

Following the approval of minutes, members welcomed and introduced themselves to our new student member, Abram Jackson.

There were no requests for additions and updates to the proposed agenda.

Meeting handouts: Updated membership list; January 7, 2008 minutes; progress on reviews; Letter: Example for Feedback to Academic units; Draft of letter to chairs/heads and guidelines for reporting assessment activities.

No update on General Education Committee update (Larry Peterson).

No items presented by members of the University Assessment Committee.

3) Subcommittee activities

A) Education and Training Subcommittee. (Pam Hansen, Charles Okigbo, Bill Slinger, Bob Harrold).

P. Hansen handout survey for discussion and feedback. Committee members offered suggestions and comments.

Survey will be web based and will go out next week. Respondents will have two weeks to complete survey. Subcommittee will then review the data and setup focus groups.

B) University-wide Assessment Plan Subcommittee (David Scott, Bonnie Klamm, Ken Magel, Bob Harrold).

Scott announced that subcommittee will meet next Friday, February 15, 2008, at 9:00 am

C) No other items presented by members of the University Assessment Committee.

4) Unfinished business:

- A) Second discussion of the proposal to add a second evaluation to assessment reports (from Sept 10; Bonnie Klamm).
Date to initiate, if implemented?

Committee first discussed the graph in the Example for Feedback to Academic Units memo/letter.

Graph

Committee approved a graph with three lines: (1) the average score for the top 25% departments (approximately 12 departments), (2) the campus average, and (3) the department's rating.

B. Klamm moved to include the graph with the feedback to academic units beginning with the Fall 2008 reviews and to include an example of the graph in the August 2008 letters to chairs/heads with note that it will be included in reviews. Motion seconded by D. Terbizan. Motion passed by unanimous vote.

Strengths and Areas suggested for consideration

D. Scott suggested that units should address weaknesses reported by UAC member in previous years report. L. Peterson suggested putting this activity (addressing reviewer's comments/suggestions from previous year) on Guidelines for Reporting Assessment Activities, e.g., a checklist for assessment reports.

Status

B. Harrold will provide a revised document prior to next UAC meeting for review and feedback by committee members. This is being considered as a separate document that would be included with the UAC's review of assessment report. Suggestions included making the document one page, or one page front and back, or in color, i.e., a color that would also be conducive for photocopying.

- B) Items presented by members of the University Assessment Committee.

B. Slanger discussed the national student survey, which was given to freshman in Fall 2007, and, starting tomorrow (2/5/2008), will be given to 100 seniors. Study is longitudinal and will be given to seniors in Spring 2011. Students also receive their results.

5) New Business:

- A) Discussion of Assessment reviews: Progress on reviews of assessment reports 2007-2008, scores. Guidelines for 2008 – 2009, cover letter.

D. Terbizan agreed to review Pharm.D./Pharm Sci Assessment Reports, and B. Klamm agreed to review Allied Sci Assessment Report. B. Harrold will send current review guide.

B) Consideration of NDSU Policy 332, Section 1, which begins with the heading

“The purposes of this policy are to provide direction for faculty in their ongoing efforts to improve the quality of instruction, and to improve student learning, at North Dakota State University.”

And continues, in Section 1 (Formative Assessment) reads:

“During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both, for the purpose of improving instruction. Assistance in selecting appropriate assessment techniques is available from the University Senate Assessment Committee.”

Meeting agenda included:

If, after discussion, the members of the University Assessment Committee wish to move forward with respect to this Policy, a letter containing the goals of the committee would be sent to Chairs, Heads, and Program Coordinators later this semester. The information would also be included in the annual letter sent in August that would accompany the Guidelines for the 2008 - 2009 academic year.

L. Peterson made the following two-pronged suggestion:

1. Departments should include an assessment section in the unit's annual report. Chairs/heads would report which classes were assessed. Simple to report on annual report. More effective. Everyone would be responsible to address.
2. UAC could provide assistance – include in August letter requirement to report in annual report and offer assistance.

It was noted that the UAC has no input on annual report.

This item will be brought forward as old business at the next meeting, to be held on March 10, 2008.

C) No other items presented by members of the University Assessment Committee.

6) No other items as presented by members of the University Assessment Committee.

7) Meeting adjourned at 2:54.

Recorder, Bonnie K. Klammm
2/4/2008