

University Assessment Committee
Minutes from the Meeting of Friday, January 30, 2009

3:00 p.m. in the Mandan Room - Memorial Union

Members present included: Bakr Aly Ahmed, John Bitzan, Ed Deckard, Myron Eighmy, Carolyn Grygiel, Bob Harrold, Abram Jackson, Ken Magel, Debb Pankow, David Scott, and David Wittrock.

The minutes from the meeting of November 26, 2008 (distributed electronically on November 28, 2008) were approved by consent.

Consideration of the agenda and announcements:

Debb Pankow volunteered to take notes for this meeting. There were no additions or corrections to the proposed agenda for this meeting. Handouts for this meeting (the proposed agenda, minutes of the previous meeting, "Progress on Reviews", Record of Assessment Reports Received", and a news item from *The Chronicle of Higher Education*) were briefly discussed.

David Scott indicated that a copy of the assessment report from Allied Sciences was sent directly to him and that he would review that report. Ed Deckard volunteered to review the report from Computer Science and Ken Magel volunteered to review the report from Crop and Weed Sciences/Plant Sciences.

Myron Eighmy announced that he will be attending an assessment advisory conference in Florida later in February. No additional items were presented by members of the University Assessment Committee.

Subcommittee reports:

The University-wide Assessment Plan Subcommittee (David Scott, Subcommittee Chair, Ken Magel, Bakr Aly Ahmed, Bunnie Johnson-Messelt, Debb Pankow, Doğan Çömez, Bob Harrold, and others having an interest in the work of this subcommittee) has not met since December, 2008 but updates on progress within Student Affairs and the NDSU Extension Service were discussed.

Preparations for a Pedagogical Luncheon proposed by members of the Communication and Training Subcommittee (John Bitzan, Ed Deckard, Larry Peterson, Bill Slinger, Bob Harrold, and others having an interest in the work of this subcommittee) were discussed. Carolyn Grygiel and Susan Ray-Degges have agreed to serve as the presenters and Ed Deckard will work with the Memorial Union to identify a date in early March for this luncheon. The Web-inars by presented by Linda Suskie in late 2008 were discussed and the value of the presentations to our campus was emphasized.

Unfinished business:

The proposed e-mail to Chairs and Heads (Policy 332, Section 1) proposed by UAC members at the meetings of April 7 and October 8, 2008 (Tabled Nov. 5, 2008) remained tabled. The updated list of resources and references for the proposed

campus-wide assessment plan will be incorporated into the document as the contributors have opportunities to do so. No additional items of unfinished business were presented by members of the University Assessment Committee.

New Business:

Possible modifications of committee responsibilities defined in the By-Laws of the University Senate to enlarge upon the current academic focus will be inappropriate until procedures to be developed and proposed by the Division of Student Affairs and the NDSU Extension Service have been crystallized.

Potential training for review of assessment reports was discussed at length. A special meeting was suggested as an opportunity for training for reviewing assessment reports. Ken Magel volunteered to develop an example assessment report containing a blend of strengths and areas for future development. Bob Harrold will seek permission from one department to use their recent report as another example.

Other items as presented by members of the University Assessment Committee.

Ken Magel brought forward comments from departments where questions have been presented about responses to the content of their assessment reports. Extensive discussion followed.

Preliminary discussion of possible locations for holding the meeting scheduled for March 27, 2009 took place and several suggestions were presented. Further discussion was postponed until the next meeting, when committee members may have had an opportunity to check the availability of locations that they might propose.

No further business was presented for consideration by the members of the University Assessment Committee and several members simultaneously moved for adjournment. There was unanimous consent and the meeting was adjourned at approximately 3:50 p.m.

Future meetings of the University Assessment Committee:

February 27, 2009 at 3 p.m. (Mandan),
March 27, 2009 at 3 p.m. (no room available in the Memorial Union)), and
April 24, 2009 at 3 p.m. (Mandan).

Unscheduled (at this time): Training for reviewing assessment reports.