

**University Assessment Committee**  
**Meeting Minutes for Wednesday, April 13, 2011**

11:00 a.m. in the Peace Garden Room in the Memorial Union

**Members Present:** Bakr Aly Ahmed, John Bitzan, Bob Harrold, Bunnie Johnson-Messelt, Debb Pankow, Larry Peterson, David Scott, Bill Slanger   **Faculty Senate Liaison:** Amy Rupiper-Taggart  
**Recorder:** Kristen Tomanek.

**Focal points for this meeting:** What did we learn from the Assessment Luncheons?  
Goals for 2011 – 2012  
Recognition of retiring members

**Items on the proposed agenda for this meeting include:**

1) **Subcommittee Reports:**

B. Harrold requested permission from those present to move up items 3A and 3B (Subcommittee Reports) on proposed agenda to first item of discussion as D. Scott and J. Bitzan had other commitments at 11:30 a.m. REQUEST GRANTED WITH UNANIMOUS CONSENT.

A) **Campus-Wide Assessment Plan Subcommittee** (Dave Scott)

D. Scott indicated the Campus-Wide Assessment Plan is essentially complete. The Subcommittee will do a final reading this spring, bring the document back to UAC in the fall for a final review among UAC and will then present the final plan to Faculty Senate. D. Scott opened the floor for any comments/suggestions:

- B. Johnson-Messelt commented on the consistent language between Divisions (Academic Affairs, Student Affairs, Extension) and felt it read really well. She will fill in necessary information for Student Affairs where necessary (i.e. page 10 of the document).
- A. Rupiper-Taggart asked for clarification on item V.B.1.a. “Work Cooperatively with the Office of Institutional Research and Analysis (OIRA) on related assessment projects (e.g. - improve SROI)” (found on page 7 of document). B. Harrold indicated OIRA interaction would be as mutual resources.

B) **Education and Training Subcommittee** (John Bitzan)

J. Bitzan thanked everyone for attending the luncheons and providing support. Ratings/evaluations have been summarized and both sessions rated in the high 3’s. Participants indicated a big change in knowledge before and after the sessions and will be likely to use the information obtained.

- Best parts: (1) good clear examples given and (2) people are convinced assessment is important.
- Suggestions/Ideas for future: (1) more examples of the importance of assessment, (2) create assessment plan/writing report, (3) more practice examples of assessment (4) developing an assessment “tool bag” and provide more examples on how these tools can be applied
- Feedback from L. Peterson: Overall everything went well.
  - Suggestions/Ideas for future: (1) look at doing some sort of teaching academy with Don Schwert regarding rubrics (AACU). (2) in addition to the previous suggestions, luncheons that are focused on more hands-on activities.
- B. Slanger discussed CLA and applying the rubrics (6 levels). Can be applied to student work to determine if student is meeting expectations, what are the weaknesses and what needs to be addressed. Comments from other UAC members:
  - Rubrics can be integrated into the assignment grading process.
  - Sharing rubrics with students allows them to know the instructor’s expectations and could foster consistency throughout campus.
  - NDSU could use consistent language from AAC&U or CLA, implement these tools across campus, and potentially increase writing effectiveness across various disciplines.
  - NSSE/FSSE (National/Faculty Survey of Student Engagement) asks similar questions; critical thinking analysis - narrow the gap of perception between audiences.
  - Faculty development workshops - L. Peterson will contact Don Schwert regarding rubrics and assisting with presentation for a future session.

- 2) Approval of minutes of the meeting of March 9, 2011.
- A) Correction needed under: 2C) Announcements from related committees or activities.
- “Curriculum Review Committee” should read “Undergraduate Curriculum Review Committee”.
- Minutes approved as corrected.
- 3) Additions to the proposed agenda, announcements, and handouts:
- A) Corrections and updates to the proposed agenda.  
None
- B) Announcements from members of this committee.
- B. Slanger - UND & NDSU will be hosting a Performance Task Academy November 3<sup>rd</sup> & 4<sup>th</sup> at NDSU. The workshop will be a full day on Thursday (11/3) and a half day on Friday (11/4). Representative(s) from CAE (Council for Aid to Education) will be presenting. Participants will develop a performance task and rubric. Those participants that complete and have their performance task approved by CAE will have their performance task published on CAE’s site and also be given access to view other approved performance tasks from faculty across the nation. Information regarding the academy will be sent out this spring.
  - B. Slanger - OIRA just completed the final round of a 3-part CLA assessment. 42 students completed the assessment this spring of which 26 of these students completed the assessment as freshman and sophomores - there will be good linear representation.
  - D. Pankow - announced that the Director of the NDSU Extension Service is retiring.
- C) Announcements from related committees or activities (Gen Ed, Senate, others).
- L. Peterson - The Undergraduate Curriculum Review Committee will be meeting with departments and start discussions as to what’s important with students/graduates. They will pilot a survey to faculty and students. The electronic survey will open in the fall to faculty and students. Surveys of employers and alumni should be available this summer.
  - A. Rupiper-Taggart - things are moving slowly with SROI in Faculty Senate. Need to determine what the next step is. Discussion will be ongoing into the fall.
- D) Points of interest presented by members of this committee.  
None
- 4) Unfinished business:
- A) Items presented by members of the University Assessment Committee.  
None
- 5) New Business:
- A) Preliminary discussion of goals for the 2011 – 2012 academic year.
- B. Johnson-Messelt - look at setting up additional workshops/training as it appears people are interested.
  - L. Peterson asked about accreditation. B. Harrold provided the following responses:
    - Next year we’ll begin sharing information with HLC electronically and the next site visit could be scheduled for February 2016.
    - Would like to start with selection of a committee and sequential participation by the group in the HLC Annual Meeting in 2012 and subsequent years.
    - The HLC will be changing their handbook for accreditation in 2013-2014.
    - The annual data update to HLC continues to change and evolve each year.
- B) Recognition of members of the University Assessment Committee who have completed their terms of service. (Bakr Aly Ahmed, David Scott, Amy Rupiper-Taggart, Robert Vallie.)
- C) Items presented by members of the University Assessment Committee.  
MOTION (L. Peterson/B. Johnson-Messelt) nominate B. Harrold to chair UAC next academic year (2011-2012). MOTION CARRIED WITH UNANIMOUS CONSENT.
- 6) Other pertinent items presented by members of the University Assessment Committee.  
None
- 7) Adjourn  
Meeting adjourned at 11:49 AM

*This was the last scheduled meeting of the University Assessment Committee for the 2010 – 2011 academic year.*