

University Assessment Committee
Meeting Minutes for Wednesday, March 9, 2011

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

Members Present: Bakr Aly Ahmed, Ed Deckard, Myron Eighmy, Carolyn Grygiel, Bob Harrold, Bunnie Johnson-Messelt, Robert Littlefield, Debb Pankow, Larry Peterson, Bill Slanger. Recorder: Kristen Tomanek.

Focal topics for this meeting: Review Faculty Senate discussion of the University Assessment Committee, Progress on the University-Wide Assessment plan, Preparation for Assessment Luncheons.

1) **Approval of Minutes**

A) The minutes of the February 9, 2011 meeting were approved as distributed.

2) **Additions to the proposed agenda, announcements, and handouts:**

A) Corrections and updates to the proposed agenda.

None

B) Announcements from members of this committee.

- Myron announced the National Council for Accreditation of Teacher Education (NCATE), the School of Education accrediting agency, will be visiting NDSU the second week in April. In preparation for their visit, the School of Education had a full day of assessment on Friday, March 4. Each department presented their assessment reports and overall it was very productive. If you're interested in more details or want the specific dates NCATE is on campus, email Myron.

C) Announcements from related committees or activities (Gen Ed, Senate, others).

- Update from Larry on behalf of the Curriculum Review Committee: it has been decided not to distribute the faculty survey that was to go out in March. They will be doing a pilot survey for a group of faculty and students instead. Due to the impending flood, they will hold off on the electronic survey until fall.
- A group of 6 NDSU Faculty attended an AACU (Association of American Colleges and Universities) conference in Chicago from March 3-5. The focus of the conference was General Education and Assessment. Larry felt the conference was very productive and received information on a more comprehensive approach to assessment and continuous improvement by customizing assessment rubrics for every program, including Gen Ed.

D) Handout: Progress on reviews

- Bob indicated the assessment report review process is moving along quickly. Compliments to reviewers for the quick turnaround.

E) Points of interest presented by members of this committee.

None

3) **Subcommittee Reports:**

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

- Dave was not present to give an update on the Campus-Wide Assessment Plan. Bob indicated CWAP Subcommittee needs to get together (whether it's formally or informally via email) to finalize things.

B) Education and Training Subcommittee (John Bitzan)

- John was not present at today's meeting, however, he did send an email to all UAC members with an update. He indicated there are currently 80 people signed up for the first luncheon, and 66 for the second. He asked for those planning on attending the luncheons to please try to get there early to greet people as they arrive.

4) **Unfinished business:**

A) Items presented by members of the University Assessment Committee.

None

5) New Business:

- A) Committee description in Faculty Senate Bylaws passed in February (See <http://www.ndsu.edu/fileadmin/facultysenate/201011/minutes/m201102.pdf> pages 4 – 5, or the handout to be distributed at this meeting.) The updated information has not been posted as part of the Bylaws of the Faculty Senate as of March 4, 2011.
- Bob thanked Myron for presenting the motion to amend and to Amy for making UAC aware of this opportunity.
 - Myron was very impressed at the number of supporters that felt it was in the best interest of the NDSU campus to keep UAC as a Campus Wide Committee. Thank you to all for feedback and comments to the proposal.
- B) Discussion of potential updates to the Annual Assessment Guidelines
- Bob noted some formatting issues on the document due to conversion of a Word Perfect document to RTF. He opened the floor for comments/thoughts/suggestions from the committee.
 - Bill made note that the top item in the checklist on page 2 discussing formative evaluation is Requirement 1 in Section 332: Assessment of Courses and Instruction of the NDSU Faculty Senate Policy.
 - Larry indicated he wouldn't change the document. He felt predictability is important which leads to good results. He did, however, feel it would be beneficial to somehow include the 6 Fundamental Questions for Conversations on Student Learning from the Higher Learning Commission (HLC). Not sure how to include or provide as things to think about during assessment.
 - Discussion was brought about where the HLC document needs to be distributed. It was agreed upon this information needs to be communicated to higher units, such as Deans and Dept. Chairs. Potential of distributing/presenting HLC document at Deans/Chairs meetings.
 - Myron felt good assessments already address the first 5 questions on the HLC document. PTE documents allude to these questions but each college has a different PTE. Larry agreed with the idea of putting assessment into PTE documents - make it part of the culture of the university.
 - Larry discussed the book "Academically Adrift" and how it addresses the problems faced in higher education. The first chapter specifically addresses SROI data and how it has no relation to student learning. Bob spotlighted Student Affairs and Extension on how they're doing an excellent job with SROL which then leads to impact statements.
 - MOTION presented by R. Littlefield and B. Slanger to distribute HLC document in mid-August along with the assessment guidelines. MOTION CARRIED with unanimous consent.
 - The basic copy of Guidelines for Reporting Assessment Activities will be left as is and supplemented with HLC document. This will be presented to Deans and Chairs at meetings and Myron will distribute to the School of Education faculty.
- C) Items presented by members of the University Assessment Committee.
None

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

- A) HLC's Proposed Revisions to the Criteria for Accreditation
- Tuesday, March 1st, HLC released a draft of the new accreditation guidelines which are to be in place by January 2013. The draft is currently in alpha stage, and will go through a four-stage process. The committee showed interest in receiving this document. Bob will distribute an email containing a link to information regarding the proposed changes.
 - Discussion of HLC brought about questions regarding NDSU's next accreditation visit. The format recently changed to submitting extensive documentation electronically. NDSU is scheduled for the next site-visit in 2016.

- Thoughts on the current accreditation process/cycle were discussed. There was interest as well as discussion regarding the AQIP (Academic Quality Improvement Program) accreditation process. AQIP is a continuous control model with systematic processes in place to continuously evaluate and improve student learning.
 - Bill discussed the Baldrige program, from which AQIP is modeled, and presented his perspectives. Bill is a proponent and believes that it can be a tool for continuous evaluation and improvement.
 - AQIP would require a culture change at NDSU. The process starts at department levels rather than examining the entire campus at once.
 - Bob indicated that HLC had developed a goal of having a majority of their accredited institutions in the AQIP track at this point in time. A significant majority of institutions have retained the PEAQ (Program to Evaluate and Advance Quality) process. HLC has developed a Pathways Project for institutions currently using the PEAQ approach.
 - These are among the ideas/questions that can be brought to discussions with candidates for the Provost position in April.

7) UAC Meeting Adjourned at 11:45 AM.

Reminder: Last scheduled meeting of the University Assessment Committee (Spring, 2011): is Wednesday, April 13, 2011 at 11 a.m. – Peace Garden Room