

University Assessment Committee
Minutes of the meeting held Wednesday, November 2, 2011
3 p.m. in the Room of Nations in the Memorial Union

University Assessment Committee Members Present: Kevin Brooks, Ed Deckard, Bob Harrold, Bunnie Johnson-Messelt, Larry Peterson, Elizabeth Skoy, Donna Terbizan, Chad Ulven, Joni Wiebesick. Recorder: Linda Dahlsad.

Items on the agenda for this meeting included:

- 1) Minutes:
 - a. Minutes of the October 19, 2011 meeting were approved as distributed.

- 2) Additions to the proposed agenda and announcements:
 - a. No corrections and updates to the proposed agenda.
 - b. No Announcements from members of this committee.
 - c. Announcements from related committees or activities (Gen Ed, Senate, others).
 - i. Larry Peterson announced the General Education survey is still open and asked members to remind students to complete it this week. The CULE Group is still meeting with departments. Gary Totten asked Larry Peterson to attend the Faculty Senate to disseminate information on assessment and learning.
 - d. No points of interest presented by members of this committee.

- 3) Unfinished business:
 - a. No identification of membership in subcommittees was made as discussion centered on progress of reviews of assessment reports.
 - i. **Motion** (L. Peterson/E. Decker) for faculty members of the committee to complete one review a month until the end of the academic year. Motion carried with unanimous consent. Discussion centered on the reviewing of department reports and establishing a review process committee. The bylaws state an annual reporting of assessment activities by departments and UAC will provide feedback (report) and assistance to departments. Various options were presented, including one that the committee might temporarily suspend the Education/Training Subcommittee to focus on development of assessment rubrics.

There was general agreement that courses need concrete student learning outcomes. Student learning outcomes need strong action verbs that provide opportunities for measurement of student learning. Any rubric developed for use in reviews will also be sent to the college (Dean and Associate Deans) and the Provost as part of the final report of each review.

- 4) New Business:
 - a. Items presented by members of the University Assessment Committee.
 - i. Meeting Times The meeting times for next semester have not been finalized. At the time of the meeting, the Friday option would work best (11:30 – 12:20), the other option is to work around the Wednesday department meetings (11:30 – 12:20). It was recognized that teaching faculty would benefit from a half hour buffer before and/or after classes.

5) Other pertinent items presented by members of the University Assessment Committee.

a. Assessment

- i. Discussion continued on conducting effective assessment of student learning and a variety of approaches were presented. Examples included an assessment day (discussed in the past as most effective at smaller institutions), overarching issues of student learning and expectations of accreditors and the Department of Education, and the variation of content from unit to unit and from instructor to instructor. Programs having strong assessment programs were discussed and it was noted that if the department chair is supportive then department buy-in is more likely and faculty take the process seriously. Additional points included a question if all faculty know how to write a good student learning outcome and the need for stronger language in Promotion, Tenure, and Evaluation documents at various levels.

6) The meeting adjourned at approximately 3:55 p.m.

The remaining meeting scheduled for the Fall Semester will be held on:

Wednesday, November 30, 2011 at 3 p.m. in the Mandan Room.

(Campus Labs will be the featured item. A video cart and a speakerphone have been reserved for this meeting.)