

**University Assessment Committee**  
**Meeting Minutes for Friday, October 19, 2012**  
11:00-11:50 a.m., Room of Nations, Memorial Union

Present: Margaret (Peggy) Andersen, Kevin Brooks, Ann Clapper, Jennifer DeCock, Bunnie Johnson-Messelt, Larry Peterson, Scott Pryor, Bruce Rafert, Elizabeth Skoy, Bill Slinger, Chad Ulven. Recorder: Kelly Hoyt.

Unable to Attend: Jeffrey Boyer, Julie Garden-Robinson, Brenda Hall, David Wittrock, and Mary Wright

We welcomed new committee member Jennifer DeCock, she is replacing Cassie Hillen for Student Government. Kelly Hoyt will be the Recorder for meetings.

1. Minutes from the September 28, 2012 meeting were approved as distributed.
2. Follow-up on agenda items from the September 28 meeting.
  - Guide for Reviewers as electronic template
    - How is it working? Andersen said she would like to be able to print a copy of the finished product but when she does, it does not show all of her comments. Other than that, she likes the template. Pryor would like to be able to save the document to come back and work on it at a later time. Peterson will check with Linda Charlton Gunderson to see if these can be fixed. If any other issues come up, please let Peterson know.
  - Electronic copies of cover letters distributed – No issues to discuss.
  - Backlogged and new department reports distributed
    - How do we want to handle additional departmental reports?
    - Do we have a thrice yearly distribution cycle—09/15/, 01/15, & 05/01?  
Committee members agreed to reports being submitted three times a year as suggested. Pryor recommended that a distribution date be put in place as well, i.e. if report is due by 9/15, it must be received by 09/01, etc. We should include this information in next spring's assessment guidelines. Rafert said departments can choose which deadline they want but must stick to it unless there are extenuating circumstances and then they need to request an extension or a change in the due date from the UAC. Rafert said a matrix should be developed and put on the website to track when each departments report is due.
  - Chairs and heads asked for updated learning outcomes and assessment plans
    - No deadline set for receiving them – Only 7 departments have submitted these documents so far. Peterson will send a reminder in early January with a deadline of May 15.
    - Seems to provide occasion for re-examining and revising outcomes and plans for some departments
3. Possible action items from the September 28 meeting
  - Searchable data base for department reports

- Peterson asked if this is compatible with our decision not to post department reports? Brooks noted that the database could be searchable without individual reports being immediately available.
- If we want to pursue this, who is interested in working on this project? Brooks and Peterson will work on this.
- Curriculum mapping software
  - Members agreed to begin mapping the learning outcomes submitted by departments as they come in.
  - Should we have a subcommittee to look at software options for the campus? Atlas is used by Pharmacy and School of Education and both had very positive comments about it. It is a course-level framework for which they have a site license. It would be most useful for the accredited programs to see if they are meeting their accreditation standards. Andersen, Clapper, Skoy and Pryor will investigate this program to see how it works for other accredited programs. The committee will also have to determine if it is feasible to purchase the program for the many potential users.

Rafert asked committee members to keep in mind that even if they do choose this software, the state may decide to go with something totally different. He also wants us to make sure that everyone is aware that they are not being forced to adopt this software.

- How can we increase the reliability of reviews? Peterson suggested that while this is something that should be looked at, the committee just doesn't have the time to do so right now. Possibly in the spring it could be reviewed.
  - Should we have paired primary reviewers? Andersen asked if she could be paired with a seasoned reviewer to make suggestions and let her know if she's on track with her reviews. Bunnie said she uses the reviewer guidelines to determine what it is she should be looking for in the report and makes notes on the form as she reviews it pertaining to those items. Peterson said he will look over Andersen's reviews and make suggestions if necessary.
  - We did not discuss the options of primary reviewers getting copies of previous reviews and cover letters or of group norming exercises.

#### 4. New business

- Rafert would like to know the actions or thoughts the committee has to the departments that do not or have not submitted their assessment reports. He realizes there can be valid reasons for reports being 6 months or even a year late.
  - Peterson informed the committee that there are 13 departments who have not turned a report in since 2008 or earlier.
  - Andersen stated that she would exert peer pressure on a colleague as to why the report is not done and might possibly ask if there's anything she can do to help them.
  - Slanger suggested quarterly reports be sent to Faculty Senate.
  - Peterson suggested that maybe the Deans and Directors are where we need to start, putting pressure on them to see that their departments are submitting their reports.

- Another suggestion was made that after a report is 2 years late representatives from the department should be asked to attend a UAC committee meeting. They would explain the reason for the delinquency and the UAC could offer advice and counsel.
- Skoy also suggested that incentives be given to departments that are stellar in getting their reports turned in.
- Pryor suggested that maybe the departments need to be re-educated on why assessment is important and the consequences of not following through on this request.
- It was also suggested that the successful departments try to mentor the not as successful departments in showing them how the reports can be done and offering suggestions.

**NEXT MEETING FRIDAY, NOVEMBER 16<sup>TH</sup> AT 11:00AM, PEACE GARDEN ROOM**