

**Report of Activities for the 2004 - 2005 Academic Year
From the University Senate Assessment Committee
To Dr. Charles Harter, Presiding Officer of the University Senate**

Members of the University Senate Assessment Committee for the 2004 - 2005 academic year include: Joseph Brennan (S & M), Anne C. Gassman (Undergraduate Students), Sherman Goplen (E & A), Russell Danielson (Ag, Food Systems & Natural Resources), Bob Harrold (Accreditation and Assessment), Charles Harter (Senate Executive Committee liaison), Bonnie Klamm (Business Admin), Allyn Kostecki (Student Affairs), Harriett Light (Graduate School), Charles Okigbo (AH&SS), Christy Oliver (Graduate Students), Larry Peterson (General Education Committee Liaison), Mark Schmidt (H D and E), J.W. Schroeder (NDSU Extension Service), David Scott (Pharmacy), and Bill Slanger (Institutional Research and Analysis). Kären Bjellum serves as the recorder at meetings.

Scheduled meetings were held on September 6, 2004, October 13, 2004, November 3, 2004, January 19, 2005, February 14, 2005, March 7, 2005, and April 18, 2005. A meeting scheduled for December 1, 2004 was cancelled. Two additional meetings, May 2, 2005 and May 9, 2005, were held to re-write the annual letter to Chairs and Heads and to revise the "Guidelines for Reporting Assessment Activities".

Major accomplishments of the University Assessment Committee (UAC) for the 2004 - 2005 academic year included:

- Restructured the annual letter to Chairs and Heads to streamline the contents without markedly changing the substance of the information presented.
- Updated the "Guidelines for Reporting Assessment Activities" to enhance clarity while maintaining the basic structure and content of the document.
- Maintained strong lines of communication with the General Education Committee through active participation by Larry Peterson, Chair of that committee.
- Maintained effective communication with William Slanger, Director of Institutional Research and Analysis.
- Implemented enhanced feedback to departmental assessment reports by sending copies of responses to Provost Schnell and the appropriate Dean.
- Provided a response to collective assessment activities based upon annual reports from units in the Division of Student Affairs.
- Provided an initial report of assessment activities for the NDSU Extension

Service based upon individual Plan of Work reports.

- Obtained permission from the Department of English, the Department of Pharmacy Practice, and the Department of Nursing to use their reports as examples.
- Implemented use of the Guide for Reviewers as a tool to provide consistent information to departments and as an aid for reviewers.
- Completed 39 reviews of assessment reports. An additional eight reviews are in progress

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Items distributed at committee meetings included:

- A table indicating progress on reviewing assessment reports,
- A spreadsheet containing information about assessment reports from individual departments and programs, and
- A list of departments and programs that were delinquent in submitting assessment reports.

These items were useful to assist committee members in maintaining their awareness of progress in reviewing reports and in encouraging timely reports from departments in their college.

The committee's Web-site continues to be updated on a frequent basis and serves as a point where minutes of committee meetings may be accessed. Major updates of links to external sites are planned for this summer to assure that NDSU faculty have easy access to current sites.

Individual discussions of assessment activities were held with selected faculty in two departments and with two additional department chairs. Several chairs have contacted the committee after the delinquent status of departmental assessment reports was known by administration.

The current members of the University Assessment Committee have developed a shared understanding of assessment goals for the campus. Discussions at meetings are active and distributed across the membership. One result is that meetings are productive as each member displays ownership of committee responsibilities.

Bob Harrold has been elected to serve as the chair of the University Assessment Committee for the 2005 – 2006 academic year. Meeting times for Fall, 2005 have not been established at this time.

Copy: Provost R. Craig Schnell

Dr. James Council, University Senate Presiding Officer for 2005 - 2006

Dr. Eugene Berry, University Senate Presiding Officer-Elect

Dr. William Slanger, Director, Office of Institutional Research and Analysis

Dr. Robert Harrold, Director, Office of Accreditation and Assessment

Dr. Kristi Wold-McCormick, Registrar

University Archives

Members of the University Senate Assessment Committee

May 19, 2005