

University Assessment Committee Minutes
Wednesday, September 8, 1999, 4:00 p.m.
Badlands, Memorial Union

Present: Richard Shaw, Allyn Kostecki, Richard Chenoweth, Tom Sheerer, Brad Strand, Laura de Hann, Mary Kuzel, James Lindley, Joseph Latimer, William Martin, and Robert Harrold, Chair.

The meeting was called to order at 4:00 p.m.

Harrold welcomed the two newest members, Allyn Kostecki and Joseph Latimer, to the committee.

Announcements

1. Strand and Shaw will be attending the 1999 Center for Educational Development and Assessment Conference in San Diego on October 18, 19, and 20, 1999.
2. John Archabal and Ted Marchese from the Bush Foundation will be on campus for a Site Visit tomorrow September 9, 1999. The Assessment Subcommittee met today at 1:00 p.m. to make final preparation for the visit. An itinerary was given to each UAC member. Harrold sent copies of the Grant Proposal to all UAC members two weeks ago. Chenoweth suggested waiting for feedback from the committee before submitting an addendum to the Bush Foundation.
3. Harrold discussed his presentation given for Faculty Development Days on August 18, 1999 where approximately 35-40 attended the presentation. A copy of his handout was given to each member.
4. Kuzel announced that Pharmacy had a Faculty Assessment presentation that went very well.
5. About 35 Assessment reports from last year have been received. Harrold will soon send a letter out to those departments that have a report due in October and January.

Old Business

None

New Business

A copy of the previous "Guidelines for Departmental Assessment Reports" was distributed to each member. New guidelines for assessment reports were discussed. Martin suggested a subcommittee be chosen to develop a simple one-page guideline for departments to use when writing future reports. Kuzel, Shaw, and de Haan volunteered to be on the subcommittee and will develop a draft for the next meeting.