

University Assessment Committee Minutes
Tuesday, December 10, 2002
Memorial Union, Badlands Room (365)

Present: Richard Chenoweth, Bob Harrold, Allyn Kostecki, Terry Knoepfle, Mary Kuzel, Bill Martin, Larry Peterson, Amy Richter, Mark Schmidt, J. W. Schroeder, Richard Shaw, Bill Slanger.

Not Able to Attend: Sherman Goplen

The meeting was called to order at 8:00 a.m.

1. Minutes

Review/discussion of the November 19, 2002 minutes. There were no suggested changes to the minutes as distributed. J. W. Schroeder moved to accept the minutes. Amy Richter seconded the motion. Motion passed.

2. Agenda/Announcements

Agenda: The agenda was reviewed and corrections were called for. Bill Martin requested discussion of the revised report from Susan Hatfield. The report was added as an item for discussion under Old Business. There were no additional items to add to the agenda. Bob Harrold updated the UAC on the Bush Grant funding. The funds have been depleted with a small overage in expenditures. This overage will be corrected to finalize the end of the grant.

3. Reports

a. General Education Committee. Larry Peterson reported that a new policy regarding General Education courses has been suggested. All new courses and courses coming up for five year reviews under General Education will be required to have the expected learning outcomes printed on the course syllabi. Contact will be made with the Registrar, Kristi Wold-McCormick regarding the need to have outcomes included in the General Education section of upcoming class schedules.

b. Events Subcommittee. Allyn Kostecki reported that the committee had not met. He did have some material for distribution for the committee, and will distribute the material.

c. Reviewing Committee. Mark Schmidt reported the Reviewing Committee recently received two reports for review. One from the HNES department and one from Business. The need to review reports that have been received to date was discussed. It was determined that in order to bring review of the reports up-to-date, a grouping of five reports at a time need to be reviewed.

4. Unfinished Business

a. Meeting schedule for Spring Semester 2003. It was determined that the UAC meetings would be held at 11:00 a.m. on the following dates: January 24, March 28, and April 25, 2003. The proposed date of February 21 posed problems for several of the committee members and an alternative date will be determined.

b. Development of Assessment Guidelines for 2003 - 04. After discussion, Bill Martin moved to submit the Assessment Guidelines to the Chairs as distributed at the meeting for 2003 - 04. Terry Knoepfle seconded the motion. Motion passed.

c. Reminder letter to Chairs. Discussion followed on the draft letter to Chairs on the Guidelines for 2003-04. A change to the letter inserting the need for summarization of assessment reports to be 6 pages in length was suggested. Bill Martin moved to accept the letter as written with the change noted above. Richard Shaw seconded the motion. Motion passed.

d. Bob Harrold reported he was continuing to search the web for examples of assessment reports, but was having difficulty locating concise report examples. He will continue in this endeavor.

e. Bill Martin reviewed his notes on the report received from Susan Hatfield on November 25, 2002. He shared his concerns for continued assessment activities, especially the need to continue the assessment dinners. Funding for this activity, as well as other activities, continues to be a problem. Bob Harrold said he would attempt to obtain additional funding for assessment activities.

6. New Business

a. Bill Slanger reported he received the results of the National Survey on Student Engagement. This survey was distributed to Seniors and Freshman Spring Semester 2002. The full results are anticipated to be distributed to Deans, Vice Presidents, and the President. The committee requested Bill Slanger prepare a handout on the survey results to be distributed to the UAC.

b. There was no other new business.

Bob Harrold called for a motion to end the meeting. Amy Richter moved to adjourn and Richard Chenoweth seconded the motion. The motion passed and the meeting was adjourned at 8:50 a.m.

Respectfully submitted,
Stephanie Wegner, Recorder