

University Assessment Committee Minutes
Tuesday, February 17, 2004
Plains Room, Memorial Union

Present: Sherman Goplen, Robert Groves, Bob Harrold, Terry Knoepfle, Allyn Kostecki, Christy Oliver, Larry Peterson, Amy Richter, Mark Schmidt, J.W. Schroeder, David Scott, and Bill Slinger.

Unable to attend: Joseph Brennan

The meeting was called to order at 2:00 p.m.

Minutes

Bob Harrold called for corrections and/or additions to the minutes of Tuesday, January 20, 2004. Larry Peterson requested the following change be made: pg. 2, line three, add a period at the end of "to generate questions" and strike "for the exam". Motion (Goplen/Richter) to accept the minutes as amended. Motion passed with unanimous consent.

Agenda/Announcements

Sherman Goplen asked when NDSU was up for reaccreditation. Bob Harrold indicated the possible dates for the reaccreditation were: February 2 – 9, 2006; February 9 – 16, 2006; or December 1 – 8, 2005.

Committee Reports

Steering Subcommittee: No report.

Reviewing Subcommittee: No report.

Events Subcommittee: No report.

Update of the General Education Committee

Larry Peterson indicated that the committee was still working on the rubric.

Unfinished Business

A) Assessment workbook materials – are in the process of being put together.

B) Progress on reviews of departmental assessment reports:

- Sherman Goplen – completed the Civil Engineering report, however, there was not enough material, or evidence for him to review.
- David Scott – has completed the Nursing report. A lot of thought went into the process. He suggested that Nursing & Pharmacy should work together on their

assessment techniques. He also suggested that nursing should have a list of references.

C) College-wide assessment meetings.

- The committee suggested that one of their options would be to write a letter to the college deans requesting them to be involved in the assessment process.
- Sherman Goplen requested clarification about the assessment report process. Bob Harrold explained that after a committee member reviews a report, he sends a letter to the department chair.
- Amy Richter suggested that a copy of the report and review letter be sent to the college dean.
- Larry Peterson said that the program review on assessment should be proactive about student learning.
- Bob explained that it is up to the committee.
- Sherman stated that the dean of the college should be aware if the program is noncompliant. We need to notify someone about the lack of assessment planning on campus.
- Mark Schmidt suggested that few send a general report about the assessment activity of all of the departments to Provost Schnell.

A motion was made (Scott/Goplen) to bring the spreadsheets showing past and current assessment reports. The motion carried unanimously.

A motion was made (Oliver/Richter) that Bob Harrold approach Provost Schnell immediately with the idea of involving the college deans. (Send copies of the assessment reports and review letters to the deans also). Identify those departments that are noncompliant. The motion carried unanimously.

New Business

There was no new business.

The meeting was adjourned at 3:05

New Business