

University Assessment Committee Minutes
January 20, 2004
Memorial Union, Plains Room

Present: Joseph Brennan, Sherman Goplen, Robert Groves, Bob Harrold, Terry Knoepfle, Allyn Kostecki, Christy Oliver, Larry Peterson, Amy Richter, Mark Schmidt, David Scott, and Bill Slanger.

Unable to attend: J.W. Schroeder. Recorder: Kären Bjellum.

The meeting was called to order at 2:01 p.m.

Minutes

Bob Harrold called for corrections and/or additions to the minutes of Friday, December 11, 2003. A motion to accept the minutes as distributed (Knoepfle/Kostecki) was unanimously approved.

Agenda/Announcements

Bob Harrold announced that the Faculty Development Grant was not funded because the granting committee did not want to set the precedent of funding committees. A motion was made (Goplen/Richter) to develop the materials that had been proposed in the grant and to publish them on the NDSU Accreditation and Assessment website. The motion carried unanimously.

Larry Peterson noted that the meetings with faculty that had been proposed in the grant may be key to introducing the materials to the faculty. He wondered whether we could find money to cover the cost of refreshments for the workshops. A motion was made (Peterson/Knoepfle) to target one college at a time and ask that college's Dean for funding to support assessment workshops for their faculty. The motion passed.

A motion was made (Brennen/Oliver) to have the *ad hoc* Faculty Development Grant committee work to assemble the materials for the assessment workbook. The motion carried unanimously. Bob Harrold will coordinate these activities.

Committee Reports

Steering Subcommittee: No report.

Reviewing Subcommittee: The revised Guide for Reviewers was distributed. A motion was made (Richter/Kostecki) to strike "DRAFT," to add the final approval date, and to put it on the NDSU Accreditation and Assessment website. Faculty will be notified of its presence by an e-mail. The motion passed.

Events Subcommittee: No report.

Update of the General Education Committee

Larry Peterson said that he discussed a separate web-based General Education assessment tool with Sudhir Meta. Meta approved of the plan, and the members of the General Education Committee are currently working to generate questions for the exam. In addition, a sample of 50 NDSU seniors will take a standardized test as an assessment of what students know after completing their General Education requirements. This academic profile will complement information from a previous test of NDSU freshmen.

Unfinished Business

Two amendments ("Faculty involvement" and "Graduate student involvement") to the UAC Action Plan approved at the October 30, 2003 meeting were reviewed, to confirm wording and intent. Joseph Brennen noted that NDSU may soon be offering a Graduate Teaching Certificate and the UAC committee may want to request that assessment be introduced in one of its required courses. A motion was made (Brennen/Richter) to change the wording of the "Graduate student" amendment to "Graduate *students may be* future faculty...[UAC] activities will specifically include opportunities for graduate students *to learn about assessment techniques*." A secondary motion was made (Goplen/Brennen) to amend the wording "will specifically" to "may." The amendment and the main motion both passed unanimously. The "Graduate student" amendment now reads:

"Graduate students may be future faculty members and have significant responsibilities for teaching and learning in many classes. Because graduate programs of study rarely include didactic opportunities for graduate students to learn about assessing student learning, University Assessment Committee activities may include opportunities for graduate students to learn about assessment techniques."

New Business

Bob Harrold distributed assessment reports for review to the college representatives on the committee. He requested that the reports be reviewed and returned to him within a month.

The "UAC Report of Activities for Fall Semester 2003" was approved with the suggestion that changes be made to the last sentence in the paragraph that mentions the Faculty Development Grant. The sentence will now state that the grant was not funded and that other resources will be explored. The report is due to Dr. Thomas Barnhart by January 23.

There was no additional business to conduct and the meeting was adjourned at 2:53 p.m.

Respectfully submitted,
Christy Oliver