

# NORTH DAKOTA STATE UNIVERSITY

## University Assessment Committee Meeting Minutes January 19, 2005

The regular meeting of the University Assessment Committee was called to order at 8:30 on January 19, 2005 in the Badlands Room.

### **Present**

Joseph Brennan, Russ Danielson, Bob Harrold, Charles Harter, Bonnie Klamm, Harriett Light, Charles Okigbo, Christy Oliver, Larry Peterson, Mark Schmidt, J.W. Schroeder, David Scott, and Bill Slanger. Recorder: Kären Bjellum

### **Unable to Attend**

Anne Gassman, Sherman Goplen, and Allyn Kostecki.

### **Approval of Agenda**

The proposed agenda was approved as distributed.

### **Approval of Minutes**

A **motion** to approve the minutes of the November 3, 2004 meeting as distributed (Light/Klamm) was unanimously approved.

### **Announcements**

- Russ Danielson was welcomed to the committee as a representative from the College of Agriculture, Food Systems, and Natural Resources. Introductions were made by members of the committee.
- Reminder of the NCA-HLC meeting in Chicago, April 9 – 12, 2005.

### **Committee Report**

- Update on General Education Committee. The committee is currently working on a review of General Education categories integrated into the major. The committee has recommended that the Technology category be dropped because computer usage is embedded in almost all courses. This recommendation will be taken to the University Senate at a later date.

### **New Business**

- 2003 – 2004 Assessment Reports Received log: The optional due dates (May 15, July 1, October 1, or January 31) were explained. Brennan suggested a new column be added to the spreadsheet – “Next Report Due”. Harrold said he would add the extra column.
- Delinquent Reports
  - Brief explanations for tardiness of reports by different departments.
  - Harrold noted that any contact made to the department is now logged: phone calls, emails, and letters.

## NORTH DAKOTA STATE UNIVERSITY

- Scott suggested that the committee use a three-step reminder system for delinquent reports. He outlined the following set of guidelines.
  - Step One: If the report is three months overdue, send a friendly reminder letter to the chair/head of department.
  - Step Two: If the report is six months overdue, send a clearly stated letter to both the department chair/head/director and the dean.
  - Step Three: If the report is nine months overdue, send a letter of request for a date that we can expect to see a report. At this point, send copies to the dean of the college as well as the Provost.

The committee was in favor of an active enforcement of the assessment report due dates. They unanimously agreed to follow through on the Three Step Reminder System. Harrold indicated that, in accordance with policy previously approved by members of the University Assessment Committee, copies of all correspondence are sent to the Provost and the appropriate dean.

Brennan suggested expediting the feedback from the reports to the departments. This may keep the faculty more involved with assessment activities.

Harrold offered to compose an email message to send to the faculty. The message would offer direct hyperlinks to examples of student assessment at other universities. It would have examples of teaching goals and student outcomes. Harrold suggested we have a one page document on basics of assessing student learning on our website.

Slanger inquired about how the due date was decided by each department. Harrold indicated that the departments have four due dates to choose from. (See previous description). These dates are listed on the Assessment Guidelines, which are updated annually and sent out to the department chairs/heads/directors. Delays for submission have become more frequent and examples were given.

### **Adjournment:**

A motion (Harter/Brennan) to adjourn was made at 9:15.

The next UAC meeting will be on February 14, 2005 in the University Chamber at 1:30 p.m.

Minutes submitted by: Kären M. Bjellum