

University Assessment Committee Minutes
Monday, February 14, 2005
University Chamber

Present: Russ Danielson, Sherman Goplen, Bob Harrold, Charles Harter, Bonnie Klamm, Charles Okigbo, Christy Oliver, Larry Peterson, Mark Schmidt, J.W. Schroeder.
Guest: Deanna Sellnow

Unable to attend: Joseph Brennan, Anne Gassman, Allyn Kostecki, David Scott, and Bill Slinger.

The meeting was called to order at 1:30 p.m.

Agenda: There were no additions to the agenda.

Bob Harrold called for corrections and/or additions to the minutes of January 19, 2005. A motion to accept the minutes as amended (Harrold/Goplen) was unanimously approved.

Announcements:

Harrold announced that the Annual Higher Learning Commission meeting was April 9 – 12th, in Chicago. Those attending from NDSU: Craig Schnell, Carolyn Schnell, Steve Bergeson, Bob Harrold, Mary McDonald, R.S. Krishnan, Deanna Sellnow, and Bill Slinger.

Update of the General Education Committee

Larry Peterson indicated the General Education Committee will be implementing a 3-step procedure for notifying departments that their reports were late. The committee decided to use the same three step procedure for reporting 5 year renewal of general education courses. They will continue their work on the General Education courses embedded into the majors.

Unfinished Business

There was no unfinished business.

New Business

Discussion of the updated spreadsheet of **assessment reports received for 2003 – 2004.**

- Discussion of the **progress on reviews of assessment reports for 2004 – 2005.**
- Discussion of delinquent assessment reports.
- Discussion of the reformatted **guide for reviewers of academic assessment reports** form. Goplen suggested that the committee make some changes, or make additions to the form. Schmidt and Goplen will work together to make the changes and have a revised form available at the next meeting.

There was no further business to conduct and the meeting adjourned at 2:00 p.m.
The next meeting will be **Monday, March 7, 2005 at 1:30 p.m.** in the **Rose Room.**

Recorder: Kären Bjellum