

University Assessment Committee Minutes
Monday, November 21, 2005
University Chamber; Memorial Union

Present: Val Anderson, Joseph Brennan, Ross Collins, Bonnie Klamm, Allyn Kostecki, Harriett Light, Mark Schmidt, J.W. Schroeder, David Scott, Bill Slinger, Joshua Walter. Guests: Lisa Nordick, David Saxowsky, and David Wittrock.
Recorder: Kären M. Bjellum

Unable to Attend: Gene Berry, Russ Danielson, and Bob Harrold.

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

Introductions: The committee members introduced themselves for the benefit of the guests.

Agenda: There were no additions or corrections to the proposed agenda.

Minutes: A **MOTION** (Brennan/Light) was made to approve the minutes from the October 17, 2005 meeting. **MOTION CARRIED.**

Reports: There were no reports.

Announcements: Dave Wittrock introduced David Saxowsky as the newly appointed Graduate Studies Assistant Dean.

Assessment of Distance Education Courses

Lisa Nordick, Director of Distance and Continuing Education (DCE), and David Wittrock, Dean of the Graduate School; discussed preparation of Chapter 10 of the Self-Study report draft – Distance Education – and explained why it is necessary for assessment of Distance Ed courses. Copies of the *Higher Learning Commission's* – “Guidelines for Distance Education”, and “Best Practices for Electronically Offered Degree and Certificate Programs” were distributed to the committee members.

Wittrock indicated that a Distance Education Council (would be appointed with representatives from various departments).

Nordick explained that this is DCE's first exposure to assessment, and they are seeking help from the committee on how they should apply assessment to the distance ed. courses. Discussion took place on how assessment will be done with distance ed. courses. The committee felt it was up to each individual department to **specify** learning outcomes and to **assess** student learning in their department's distance education courses. Some members do not see how Distance and Continuing Education could monitor and assess each department's distance education courses. Rather, assessment should be tied to the program in which the course is offered.

It was suggested that it should be mandatory that the department's Annual Report should include an assessment of their distance ed. courses. Another member suggested that the University Assessment Committee should evaluate the assessment of distance education courses. There were questions of the necessity of separating distance ed. from traditional courses. For example, is it necessary for departments to differentiate when conducting their assessments when courses are delivered through Blackboard, IVN, or other online methods?

Nordick explained that they are trying to see if DCE is making an impact, and if so, in what way.

Schmidt suggested Brennan and Anderson (possibly a third volunteer) could re-examine the assessment "Reviewer's Guide" along with Nordick, to find out if the existing data is satisfactory. Schmidt also suggested that another item be added to the departmental self-report of Levels of Implementation.

The committee expressed concern about what type of information, or criteria was needed. A **MOTION** (Brennan/Light) was made to table the discussion of assessment in distance and continuing education until the next meeting. **MOTION PASSED.**

New Business:

Update on the Progress on Reviews of Assessment Reports for 2005 – 2006, printed on November 16, 2005. Schmidt submitted his review on Nov. 21, 2005.

A **MOTION** (Brennan/Schmidt) to adjourn was approved by consensus at 3:10 p.m.

Respectfully submitted, Karen Bjellum, recorder.

Draft minutes distributed for comment on December 1, 2005.