

University Assessment Committee
Minutes for Monday, October 1, 2007
11 a.m. in the Rose Room of the Memorial Union

Members in attendance: Val Anderson, Russ Danielson, Pam Hansen, Andrea Hanson, Bob Harrold (Chair), Bonnie Klamm (recorder), Allyn Kostecki, Harriett Light, Larry Peterson, David Scott, Donna Terbizan.

1) Approval of minutes from the meeting of September 10, 2007. (Distributed electronically on September 10, 2007 and also included in current meeting handouts.)

Harriet Light made the motion to approve minutes as distributed; Larry Peterson seconded the motion. Motion passed with a unanimous vote.

2) Additions to the proposed agenda and announcements:

A) Under the subcommittee activities,

- One correction: The Education and Training Subcommittee will hold an initial meeting at 11:00 am on Monday, October 8, 2007 in Room 269 of EML Hall. (Proposed agenda item 2, A).
- One addition: The University-wide Assessment Plan Subcommittee will meet on October 15, 2007 at 10:00 am. Room to be determined.

B) Meeting handouts included:

- Prior meeting minutes and current meeting agenda;
- Evaluation of Annual Assessment Reports from Academic Departments and Programs;
- Progress on Reviews of Assessment Reports for 2007-2008;
- Record of Assessment Reports Received by the UAC

The Record of Assessment Reports Received showed that Music and ADFHM submitted to assessment reports to UAC since the last meeting.

C) Update on the Collegiate Learning Assessment (CLA):

Bob Harrold presented a short update on the CLA. There are 120-125 freshman signed up for the CLA. Harrold suggested that if committee members have an opportunity, they may want to encourage students to participate. Faculty interested in taking the CLA should contact Bill Slanger or Bonnie Erickson.

D) Larry Peterson had no report from the General Ed Committee.

E) Parliamentary procedures pertaining to discussion.

Bob Harrold outlined parliamentary procedures (according to Robert's Rules of Order). If a member is called to order three times, after the third time there will be a break in the meeting. If, following the break, a call to order is made again (i.e., the 4th time), the membership may vote to assign a penalty

to the member.

3) Unfinished business:

In consideration of comments presented at the conclusion of the previous meeting (September 10, 2007) pertaining to the assessment reports and assessment grades, the following discussion was held (led by Bob Harrold) on three specific topics.

First, there was discussion of changing scores. Bob Harrold reviewed previous reports and noted that one report had been changed from a 3.5 to a 5.0 and likened it to a judgment call, similar to the changing of a test grade under certain circumstances.

In another instance, a chair had complained about the department's assessment grade. Bob Harrold shared with that individual the reviewers' reports, and thus resolved the issue without changing the score assigned to that report.

Second, Bob Harrold briefly addressed the general comment that a certain program has never submitted a report. This may be a personnel issue and not specific (or isolated) to the assessment report.

Third, the comment that Chairs don't respect the review process was viewed as nebulous and difficult to respond to. Evidence indicates that there are improvements in department reports, thus, many Chairs do take assessment seriously and try to make progress on the assessment of student learning. Change in personnel does impact the completion of reports.

Larry Peterson made an analogy between faculty and students regarding the completion of reports: some students do assigned work timely and use the given feedback for improvement; other students do not.

4) New Business:

Charles Okigobo's proposed meeting with faculty in Communication was presented by Bob Harrold. The meeting is tentatively scheduled for a Wednesday during the lunch hour. Larry Peterson, Pam Hansen, Andrea Hanson, and Harriett Light volunteered to participate. Bob Harrold will work on setting up the meeting.

5) David Scott moved to adjourn the meeting; Larry Peterson seconded the motion, which was passed. The meeting adjourned at 11:33.