

University Assessment Committee
Meeting Minutes for Wednesday, November 6, 2013
9:00-9:50a.m., Peace Garden Room, Memorial Union

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Ann Clapper, Brenda Hall, Chris McEwen, Jeremy Penn, Larry Peterson, Scott Pryor, Brandy Randall, Elizabeth Skoy, and Bill Slanger.

Recorder: Kelly Hoyt.

Unable to Attend: Kevin Brooks, Julie Garden-Robinson, Andrew Montgomery, Bruce Rafert, and Chad Ulven.

1. The minutes from 10/02/13 meeting as distributed by email on 10/03/13 were approved.
2. Updated information
 - Updated Mini Progress Report Chart – Larry reviewed this with the committee. Jeremy completed two reviews using the new form. He thought it was fairly straightforward.
 - Due dates for 2013-14 Reports – Larry created three new due dates for departments based on when they have turned in past reports. Some departments requested changes based on what would work best for them. There could be some more shifting in the future as we start this new timeline of due dates. Jeff noted that Physics was not listed. Larry will add it and check the list again.
 - We discussed the generic version of the individualized email sent to each head and chair. Larry asked the committee members to be ambassadors to their colleagues when or if they ask what we are looking for in their reports. It's about student learning. Ann asked about programs that have never had to do reports before. Are we going to be asking that they do them now? Larry is going to research who is responsible for these programs and try to meet with them. Brandy suggested having a different model for these departments, such as every 3 years versus every year because the people who are in charge of the programs aren't compensated very much for their efforts and this would be a large amount of work for them to do every year. Larry asked if they have the administrative support from their "home" department. Brandy will look into this and send Larry the information. These departments probably go through program review, but more than likely don't do an annual report.
 - Brenda suggested looking for common themes when we review the reflective reports. We could help departments with common concerns or projects connect with each other.
 - We discussed the possibility of having reflective student learning reports on a regular basis. They might be scheduled after a department's accreditation visit year. We need to learn if departments found the reflective exercise valuable.
3. Proposed NDSU Extension Assessment Format – The last time Extension was assessed from what Larry can see in Bob Harold's record was in 2006. They do federal and state reports every year for the different programs. Extension agents and faculty also file impact reports on individual program presentations. Last summer Julie and Larry reviewed these and discussed how Extension could provide richer information to the committee, but not be overburdened with the task. Chris

Boerboom suggested a four year cycle to rotate among their four program areas. Bill thought maybe they should have some reports on each program during the four year cycle, explaining what they have done in the past two years since submitting their assessment report to determine if they did what they said they were going to do. Brandy thought they have new federal guidelines for data gathering and they could use that data for their reports. Larry is going to check with Julie and Chris on this.

4. Proposed GE assessment initiative – The GE committee is trying to determine how to get a random sample of student work to review. Jeremy suggested that Larry keep track of students' names and departments to be able to answer questions in the future about student characteristics.
5. Larry noted that when he and Jeff prepared for the HLC Seminar on Assessment this summer they concluded that the current University Assessment Plan should be reviewed and revised.

Next meeting Wednesday, December 4, 9:00 am in Peace Garden