

University Assessment Committee
Meeting Minutes for Wednesday, December 4, 2013
9:00-9:50a.m., Peace Garden Room, Memorial Union

Present: Kevin Brooks, Julie Garden-Robinson, Brenda Hall, Chris McEwen, Jeremy Penn, Scott Pryor, Bill Slinger, and Aaron Yaggie.

Recorder: Kelly Hoyt.

Unable to Attend: Margaret (Peggy) Andersen, Jeffrey Boyer, Ann Clapper, Larry Peterson, Bruce Rafert, Brandy Randall, Elizabeth Skoy, and Chad Ulven.

We introduced ourselves to new undergrad student member Aaron Yaggie. He will be replacing Andrew Montgomery on the committee. Aaron is a senior in Ag Economics.

1. Julie stated that regarding Section 3 of the 11/06/13 minutes, there are not new federal guidelines for reporting Extension activities. Otherwise the 11/06/13 minutes stood as distributed.
2. Updates
 - The Mini Progress Report was reviewed
 - Engineering may be consolidating their due dates for the 2013-14 Reports
 - Peterson will be meeting with the chairs and heads at 3:00 on December 4 about the 2013-14 Reports. He is planning to suggest that they consult the “Specialized Learning” benchmarks from the *Degree Qualifications Profile* for examples of common features any major might have.
 - Scott asked for clarification on the Specialized Learning benchmarks, such as when will this be used. Bill stated these could be used to start and/or guide departmental discussion in preparation for providing their Reports of Reflections on Student Learning as guidelineed in UAC document UAC Guidelines for Reporting on Reflections on Student Learning Conducted by Academic Departments in the 2013 - 2014 Academic Year e-mailed separately to each department on October 21 and 22.
 - Brenda asked about the 3rd bullet under the master’s level, wondering what is meant by “... a project directed at a challenge in the field beyond conventional boundaries.” It was suggested that this meant a demonstration of individual creativity at the master’s level in the field of study, e.g., master’s thesis.
3. Action Items from 11/06
 - Discuss NDSU major programs (undergraduate and graduate) that are not presently asked to complete annual student learning reports by the UAC.
 - Some programs have administrative support because of the institutional role of the program coordinators.
 - The coordinators for graduate programs provide annual reports to the Dean of the Graduate School and Interdisciplinary Studies.
 - Should Peterson try to meet with the coordinators individually or should he schedule two meetings—one for undergraduate and one for graduate programs?
 - ✓ The group agreed they thought Larry should meet with the undergraduate program coordinators as a group and meet with the graduate program coordinators as a group in a separate meeting.

- ✓ Brenda suggested that when meeting with the coordinators, Larry start with asking what information is being provided in the reports to the Dean's and move forward from there.
- Garden-Robinson, Penn, and Peterson will be reviewing the current University Assessment plan and drafting revisions for the UAC. Would anyone else like to volunteer to work with them?
 - Brenda Hall volunteered to assist them on this project.

Next meeting Monday, January 27 at 2 pm in Mandan