

University Assessment Committee
Meeting Minutes for Wednesday, April 22, 2015
10:30-11:30 a.m., Mandan Room, Memorial Union

Present: Margaret (Peggy) Andersen, Emily Berg, Jeffrey Boyer, Julie Garden-Robinson, Brenda Hall, Shelby Moen, Jeremy Penn, Larry Peterson, Brandy Randall, and Amy Rupiper Taggart

Recorder: Kelly Hoyt

Unable to Attend: Kevin Brooks, Ann Clapper, Beth Ingram, Scott Pryor, Elizabeth Skoy, and Chad Ulven

1. The minutes from the 03/25/15 meeting were approved.
2. Updates
 - Updated Mini Progress Report Chart
 - We are only waiting for one report from Student Affairs (we will not be receiving one from Student Life).’
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 - Updated Trends in 2013-14 Reviews on Reflection of Student Learning
 - Larry is presenting to the Academic Dean’s on May 7th to review this information and will go over the UAC workshop that is taking place tomorrow.
 - Some of the percentages have gone down a little bit. Some reports just don’t contain that much information in some of these categories.
3. Report from planning committee for assessment workshop (Ann, Elizabeth, Jeff, and Larry)
 - April 23
 - Taking place Thursday from 2-4 pm. Targeted towards non-accredited programs.
 - Liz has a handout showing characteristics of good learning outcomes.
 - Larry has a list of reports that show the good information and not very good information.
 - Asking those in attendance to rate the learning outcomes (individually) and then share with the people next to them and have table talk and then group discussion.
 - Will ask them what UAC can do next to help them or would be meaningful to help them going forward.
 - Larry said Scott Wood sent individual emails to chairs of his departments and said to tell him who they would be sending to this workshop (very direct about it).
 - Larry sent emails to a number of other chairs whose reports could use improvement or assistance to let them know about the workshop and got positive responses back that they were going to send someone from their department.
 - Late August or early September we will have a hands on, drop in session for people to bring their draft reports in for feedback or suggestions.
 - Will need to determine when the best times will be for the committee to hold this session. Can’t be very late in September due to the September 15th due date of reports.
 - Think about professional development or opportunities we can offer next year, based on what we hear from those in attendance tomorrow as well as from the committee members based on their reviews of the reports. If you have thoughts on this, let Larry know (especially departing members).

4. Larry thanked the departing UAC members for their excellent service: Margaret Andersen, Kevin Brooks, Shelby Moen, Elizabeth Skoy, and Chad Ulven.
 - Larry emailed the deans of the colleges to ask who the new members will be so we can try to schedule meetings for next fall.

5. New business
 - Every senate committee needs to do an annual report. Larry will be doing this and sending out to the committee for review and input.
 - This has been requested to be just a one page summary, which is very brief. Includes how many meetings we've had and how many reports have been reviewed as well as any trends we are seeing in the reports.
 - Brandy asked about the 2 previous departments that we were giving "one last chance" to get their reports in before contacting their deans.
 - Larry reported that all reports have been submitted at this time.
 - Larry noted that now that we have a single due date (September 15th) for all academic affairs department reports, hopefully there won't be as many delinquent reports. Things happen though, chairs leave or the person responsible for the assessment is gone and nobody takes over or the person coming in doesn't know how to take off where the person left.
 - Peggy asked if there was any new information in regards to the 4 committees combining into two.
 - Larry said there is no new information that he is aware of. The plan is to go to the Senate in May and present a general outline to them of creating two big committees and make sure the Senate is ok with that.
 - The outsourcing of Program Review is expensive. A lot of schools have that kind of model of having outside people come in and review programs that don't go through accreditation to see how they are doing but it would be a big investment of actual dollars instead of just paying faculty time to serve on the committee.
 - Jeremy reported that Student Affairs is wrapping up the updates to its student learning outcomes. The major shift will be incorporating a majority of the university outcomes as the division outcomes as well, but not all of them because some of them don't apply. Adopting most of the ones that the GE model has laid out and adding a few of their own such as community engagement and collaboration.
 - The division will be forming a Student Affairs curriculum committee to discuss, facilitate and collaborate on curriculum at the division level. Curriculum mapping, depts. to talk about what they are doing and maybe do the same things.
 - Larry suggested having a liaison member from the academic affairs side to collaborate and make things work. This would reinforce that both sides are doing the same thing and have the same goals. He said he can see a number of people that might be a good person to be in this position, such as Amy or Charlene Wolf Hall. It should be someone with an institutional responsibility that is university wide in terms of undergraduate learning.
 - Larry gave Residence Life as an example and what a great program it is and how it should be made more intentional between Student Affairs and Academic Affairs.
 - Amy said she may or may not be a good person for this. We might want to have an additional person on the GE committee to help facilitate this.

- Brandy asked if there is anything focused on Graduate Students. She does a lot of collaboration with Student Affairs to make sure they have programming that is appropriate to the needs of graduate students.
 - Jeremy said that there isn't near the focus on them as there should be, partly because they don't live on campus and there are more things geared towards undergrad students (orientation, residence life, etc.) and the high emphasis of trying to keep students here in those first two years as that is when we lose most of them.
 - He said there might be more with the diversity programs coming to Student Affairs. Could be something they can work on more.
 - Brandy said they are very interested in programming focused on professional development needs. They are eager when Brandy sends something out about it, it fills up in like 15 minutes. She suggested some of the leadership things.
 - Larry suggested using them as leaders in service learning.
 - Amy said that faculty leadership really needs to be involved in this to make it work according to the literature out there. This is in regards to the Carnegie Community Engagement classification that NDSU was denied.
 - Jeremy was present on the conference call about why we were denied this classification and said it was due to lack of curricular community engagement and that extension didn't fit that requirement.
- Larry urged members to talk with friends/colleagues that are on Faculty Senate about the QUEST model and ask them to show support for it. Encourage them to talk with CULE if there are any questions, comments, or concerns about it.
- Shelby noted that the Veteran's Alliance Organization (VALOR) program has gotten their website up and running. There's a link on the Military and Veterans Services webpage, check it out. The VALOR program is faculty and staff that are trained on things that affect veterans such as PTSD, TBI, and Suicide Prevention.
- Brandy said a group has been meeting regularly during the academic year to revitalize the College Teaching Certificate for the graduate students. They are close to rolling out the restructured version and the application process for this.

*******Next Meeting will be next Fall*******