

University Assessment Committee
Meeting Minutes for Wednesday, October 8, 2014
3:00-4:00 p.m., Mandan Room, Memorial Union

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Kevin Brooks, Ann Clapper, Brenda Hall, Shelby Moen, Jeremy Penn, Larry Peterson, and Elizabeth Skoy

Recorder: Kelly Hoyt

Unable to Attend: Julie Garden-Robinson, Beth Ingram, Chris McEwen, Scott Pryor, Brandy Randall, Amy Rupiper Taggart, Bill Slinger, and Chad Ulven

1. The minutes from the 09/10/14 meeting as distributed by email on 09/22/14 were approved.
2. Updates
 - Larry reviewed the Updated Mini Progress Report Chart. There are a few changes since he sent the report out with the agenda.
 - 2 reviews completed since Sept.
 - 33 reports that have been distributed
 - 31 reports still being reviewed
 - 8 reports due that had a Sept. deadline
 - Larry is not sending batches of reports out; he's just sending them out as they have been received so that the team can start working on them as they receive them.
 - Updated Trends in Reviews – Not enough reviews have been completed to send out a graph of the trends.
 - Larry asked Brenda for her feedback on using the new reviewing template.
 - Brenda had some issues completing the new format. It was as if the form got stuck about half way through and she was unable to progress in the form and there is no back button. Once she deleted cookies, she was able to get the form to come up and it went back to the beginning so she could start over.
 - She said having last year's report was very useful in assessing this year's report because she could see that the recommendations that were made were taken seriously and progress was being made.
3. Assessment reports to review this fall—based on new procedure
 - We will need volunteers for those reports where no current UAC member has previously reviewed the department:
 - Emergency Management 2012-13 (not a reflection on student learning) – this report came in last January (2013). Larry would like to get this one pushed through as quickly as possible since we have had it for a while. Brenda volunteered to review this report so she will get the report for 2013-2014 as well, but that is not as urgent to get done.
 - Extension Service 2012-13 (not a reflection on student learning)
 - Allied Sciences 2013-14 – Peggy volunteered.
 - Emergency Management 2013-14 - Brenda
 - Industrial and Manufacturing Engineering 2013-14 (not yet in)
 - Music (not yet in)

4. Members reviewed the revised University Assessment Plan completed by Clapper, Hall, Garden-Robinson, Penn, and Peterson.
 - The above people met over the summer. The old plan included descriptions of processes, which they removed. Once the plan is approved, then they will create a process document and perhaps a glossary of common terms.
 - The committee reviewed the document each section at a time and made the following suggestions/comments/notes:
 - I. Introduction – no changes noted
 - II. Responsibilities of the University Assessment Committee – this was removed and changed to Goals – no additional changes made.
 - III. Implementation of Goals

Academic Affairs – Larry wants to change the first sentence of the second paragraph as it isn't very clear. He also thought that in the second sentence there should be a verb after the word and (...outcomes for their program and how those are aligned...).

 - Larry is going to redraft this section and then will send to Kevin to review and make changes. It will then be sent out to the committee.

Student Affairs – Larry indicated that he, Jeremy and Laura Oster-Aaland have been having an email conversation about whether or not all the units in Student Affairs should be doing assessment reports. Is the unit of analysis (the department) really appropriate? There are some offices that struggle with student learning because they don't have consistent contact with students or such in the case of Admissions, their contact is before they are NDSU students. This would be up to VP Alvarez to decide. VP Mathew thought that every unit in Student Affairs should report because they are all involved in supporting student learning, but it's not clear how directly some of the departments are engaged in student learning.

 - Jeremy noted that there is going to be a task force that is going to revise the Student Learning Agenda which will cause this sentence to change. Larry suggested eliminating the last sentence so as not to conflict with what the task force decides on later.

Extension Service

 - Larry noticed a typo in the second sentence, the word "within" should just be "with."
 - IV. Responsibilities of the University Assessment Committee (UAC) – Larry said that Bill had sent him a note asking if academic units should include the Library under item 2.
 - Larry said he will have a conversation with the Dean of Libraries, Bridget Burke
 - V. Moving Forward – Larry asked for suggestions of a different title for this section, please let him know.
 - Ann suggested Annual Planning Process
5. Create a planning committee for spring workshop/luncheon on Qualtrics trends discussed last meeting.
 - Larry asked the committee to think about this and if you think you will have the time and would be engaged in planning this, let Larry know.

- Ann said she would help with this if we do a spring workshop.

6. New business

- Larry was contacted by Nancy Lilleberg about e-portfolios and assessment. Because Nancy had a longer more in depth conversation with Ann, Larry asked Ann to talk about this.
 - Ann said the School of Education has adopted Livetext as their data management system with an e-folio component. She's wondering how robust that component is and if it's something they would like to pursue. There is a fee for this.
 - They want to discuss the e-folio component on Blackboard with Nancy to see how they compare. This would be free.
 - When Nancy had a meeting with SOE she introduced Google Docs which the School of Business is using. This is available to those who use it after they graduate and it's free.
 - Sherri, Nancy's colleague, mentioned another option that NDUS uses. This would be free as well. This is a little bit more complex.
 - They looked at Livetext, Blackboard and myefolio.com and will be having training on Livetext on the 24th so will see the e-folio component at that time.
 - Larry said he isn't sure that the UAC is the right group for Nancy to speak to about this, as a lot of people on this committee don't use e-folio software in their areas.

*******Next Meeting is Wednesday, November 12 at 3 pm in Mandan*******