

University Assessment Committee
Meeting Minutes for Wednesday, December 10, 2014
3:00-4:00 p.m., Mandan Room, Memorial Union

Present: Jeffrey Boyer, Kevin Brooks, Brenda Hall, Jeremy Penn, Larry Peterson, Scott Pryor, Brandy Randall, Elizabeth Skoy, and Amy Rupiper Taggart

Recorder: Kelly Hoyt

Unable to Attend: Margaret (Peggy) Andersen, Ann Clapper, Julie Garden-Robinson, Chris McEwen, Shelby Moen, Beth Ingram, Bill Slinger, and Chad Ulven

1. Minutes from the 11/12/14 meeting were just sent out prior to this meeting.
2. Updates
 - Updated Mini Progress Report Chart – these numbers differ from the attachment that was sent out.
 - 20 reports have been reviewed since September.
 - 19 reports have been distributed this fall and are still being reviewed.
 - 1.5 Units with no report yet that had a 5/1/14 deadline.
 - 4 Units with no report yet that had a 9/1/14 deadline (2 used wrong deadline).
 - Jeremy sent 13 reports from Student Affairs (due 1/1/15) and there are 2 more coming.
 - 24 reports that have not been distributed yet (this includes the 13 Jeremy submitted, the 2 that are still coming, 3 that are due 1/1/15 from Academic Affairs and the 6 that are overdue in Academic Affairs).
 - Updated Trends in 2013-14 Reviews on Reflection of Student Learning
 - Larry hasn't contacted the Provost's Office about getting on Deans Council agenda to review this information with them yet.
 - Larry said Provost Ingram approved to our revised assessment plan that we approved at our last meeting. Larry sent this on to the Senate Executive Committee.
 - Larry said last time they presented the assessment plan to the Senate it was just for their information and comment, not their approval. Larry said that is what he told Birgit but isn't sure if that is what the Senate Exec Committee or Senate will decide to do or not. He's hoping it doesn't turn into them needing to approve these.
3. Planning committee for spring workshop/luncheon on Qualtrics trends
 - Larry emailed Canan and let her know that we wanted to do something in March or April but has not heard back from her yet. Canan was still looking for presentations for the pedagogical lunches for spring.
4. New business
 - Jeremy said one of the questions that we had discussed was whether or not the committee wanted to see the reviews that the Student Affairs Assessment Committee has done as part of your review of the Student Affairs reports. They only have one done at this point and one of the complexities might be that they are going to review the full report and this group is only going to look at the student learning outcomes section. If it would be helpful to see what Student

Affairs said about the reports he can share when those reports are assigned to people. Jeremy will send to Larry and he can distribute to the committee members to review.

- Amy said G2C are in an assessment phase now. The committees who are supposed to be doing the assessment of the courses identified, they are struggling a bit with how to go about doing this. Amy said they are hoping the Gardner Institute will have some support from them, such as mentoring, and will check with them first. Another thought she had was for this group to have a luncheon session and teach them how to navigate the assessment process. She asked if the committee would be willing to do this.
 - Jeff said 3 of the 4 course committees are in his college and he will be working with them anyway.
 - Amy said this would be something that would take place in spring if we decide to help them.
 - Larry suggested enlisting other depts. and their colleges who are successfully doing assessment to help with this along with the assessment committee.
 - Larry said this wouldn't have to be one large meeting, it could be 4 separate ones because it would make scheduling a lot more feasible with the number of people involved.
 - Amy said there could be some productive crosstalk at the end of a large meeting if there was some sharing about how each table was sharing problems but this could be done at the steering committees too.
 - It sounds like the committee would be willing to assist with this if it is not covered by the Gardner Institute.
- Brandy Randall and Paul Kelter are doing a 2 day TA training conference. They asked Jeff to do a session on assessment for this and also a bootcamp on how to use Blackboard.
- Jeremy said Student Affairs Assessment is trying to coordinate not sending surveys out to students at the same time as other major surveys might be taking place this spring. He's wondering if Academic Affairs has anything they are doing to try and work around them as well. If anybody knows when these will be taking place, let Jeremy know.

*******Next meeting is Wednesday, January 28th at 10:30am in Mandan*******