

**University Assessment Committee**  
**Meeting Minutes for Monday, December 7, 2015**  
**1:00-1:50 p.m., Peace Garden Room, Memorial Union**

Present: Jeffrey Boyer, Melissa Vosen Callens, Ann Clapper, Julie Garden-Robinson, Joseph Jones, Mila Kryjevskaja, Jeremy Penn, Larry Peterson, Shafiqur Rahman, and Elizabeth Skoy,

Recorder: Kelly Hoyt

Unable to Attend: Emily Berg, Brenda Hall, Beth Ingram, Scott Pryor, and Amy Rupiper Taggart

1. The minutes from the 11/09/15 meeting were approved.
2. Regular Updates
  - Overdue Assessment Reports Log
    - 11/30/15: Reminded Architecture & Music—Architecture's report is in the chair's hands. Larry has received Architecture's reports and Shafiqur has it for review.
    - No response from Music.
  - Mini-Progress Report
    - There was 10 reports completed when this was sent out, and now there are 14 completed.
    - There are 53 academic affairs reports that have come in and 39 are still out. There are 3 academic affairs reports that are overdue.
    - Seven Student Affairs reports came in. There are two SA reports that we don't have a reviewer for. Some of these departments didn't do a report last year or were combined with another department so there was nobody assigned to review them. Larry asked if there was anyone on the committee who was interested in reviewing these, let him know.
3. IQAOC chair, Dogan Comez, will meet with UAC after IQAOC's recommendations are more settled.
4. As of January 4, 2016 Larry will be joining the Office of Teaching and Learning. He will still be the Director of Assessment. According to the UAC bylaws, the Director of the Office of Accreditation and Assessment is on the UAC. Because there will no longer be an Office of Accreditation and Assessment, Larry will become the Provost's representative to the UAC. In terms of assessment, his responsibilities will be:
  - With the assistance of the Office of Teaching and Learning, develop a more organic assessment process that is diagnostic and educational, leading to increases in meaningful, data-driven improvements in student learning
  - Coordinate campus efforts to employ assessment to continuously improve student learning at NDSU
  - Coordinate the assessment of NDSU's General Education learning outcomes
  - Work with the Office of Teaching and Learning to provide regular professional development opportunities related to assessment
  - Work with appropriate Faculty Senate committees
  - Collaborate with the Office of Institutional Research and Analysis to further assessment of student learning outcomes
  - Represent NDSU at national Assessment meetings and share new ideas and information with campus

- Larry said this transition creates a couple of questions:
  - He asked if, with this transition, this committee is comprised of the correct people.
  - Should this committee have a different role?
- Larry also suggested that the way we review the reports could possibly be done differently. For example, he review them first and then give his report to two other committee members to review and respond by a certain deadline.
  - Reports could also be reviewed by pairs of people so more people see each report from each department.
- He suggested that this committee could be less passive towards IQAOC and be more pro-active.
- Jeremy asked if Larry will still be the chair of UAC.
  - Larry said that this committee used to have elections to choose the chair. We could talk about doing that again.
- Larry said things the committee needs to think about are 1) the goal of the committee, 2) who are the right people to be on the committee 3) who should lead the committee.
  - Jeremy likes the model that would include a college leader of assessment in each college and this committee is then made up of those representatives. This group is then a place to share what different colleges or divisions are doing and collaborate on policy and shared projects. The work is really done at the college level where people have it as part of their job description.

#### 5. Discuss Results from Survey about Departmental Assessment Needs

- Larry said that ¾ of the chairs responded to the survey
- One-fourth of those that responded said that individual meetings would be helpful.
- Almost 60% said a workshop on this topic would be helpful.
- Larry noted that it was interesting that there was no overlap of topics of what people felt the individual meetings and the workshops should be about.
- Jeff asked “now what”? We know what people’s opinions are, so should we be setting up meetings or workshops?
  - Larry said it’s essential to do what is going to be most helpful. There were 20 people who said a certain topic would be beneficial, so that’s the one we should do something first. This would probably consist of a workshop in the spring (March). He emphasized that we could probably touch on a couple other topics that were noted as well.
  - Larry said that Agribusiness most often indicated that an individual meeting would be helpful so he will contact William Ganje and whoever is number 2 and ask when they could meet and what would they like to start with. Larry would ask if someone else would like to join them from this committee.
    - Jeremy asked if the workshops would be open to just chairs or to anyone.
      - Larry said workshops would be open to anyone who does assessment, more than likely chairs will ask people from their department to attend.
      - He also said that he thought the individual department meetings would include other people in addition to the chair as well.
  - Jeremy suggested that having something like a lunch would help attendance as well.
    - Larry explained that his budget will not be transferring to OTL with him. However, Paul Kelter is very supportive of assessment and he seems to think he will have enough money to cover Larry’s budget. Larry won’t have as much say over funds, but he might have access to more funds.

- Jeremy also suggested trying to serialize it, such as having 4 workshops to cover what a department needs to be up to date on program assessment.
  - Larry said that he and Paul discussed using the Faculty Learning Community to create a cohort where people reinforce each other.
  - Liz suggested that it might have more impact and be received better if the invite or notice comes from OTL.
  - Jeff said he sees a collaborative initiative with OTL as being more fruitful and well received.
  - Liz suggested recording the series of workshops and have it available on a website for faculty to access who weren't able to attend on a website.

6. New business

- Jeremy said Student Affairs Assessment will be offering a workshop series in the spring semester that will teach staff, faculty and students how to become a survey ninja. He will send the information out to the committee about it with dates and times.

**\*\*\*\*\*Next Meeting is Tuesday, January 19<sup>th</sup> at 2 pm in Peace Garden\*\*\*\*\***