University Assessment Committee  
Meeting Minutes for Wednesday, January 28, 2015  
10:30-11:30 a.m., Mandan Room, Memorial Union

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Kevin Brooks, Ann Clapper, Julie Garden-Robinson, Shelby Moen, Jeremy Penn, Larry Peterson, Scott Pryor, Elizabeth Skoy, Brandy Randall, Amy Rupiper Taggart, and Chad Ulven

Recorder: Kelly Hoyt

Unable to Attend: Brenda Hall, Chris McEwen, Beth Ingram, and Bill Slinger

1. The minutes from the 12/10/14 meeting have not been distributed to the committee yet for approval.

2. Updates
   • Updated Mini Progress Report Chart – below is the updated chart since Larry had received a report right before the meeting began.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Reviews of reports completed since 09/01/14</td>
<td>37</td>
</tr>
<tr>
<td>2. Primary reviews received and needing secondary review and cover letter</td>
<td>12</td>
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<tr>
<td>3. Reports distributed since 09/01/14</td>
<td>56</td>
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<td>4. AA reports distributed &amp; still being reviewed by primary reviewers</td>
<td>10</td>
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<tr>
<td>5. Student Affairs reports distributed in Dec. 2014 &amp; still being reviewed</td>
<td>8</td>
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<tr>
<td>6. Academic units with no report yet with 05/01/14 deadline</td>
<td>1.5</td>
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<tr>
<td>7. Academic units with no report yet with 09/01/14 deadline</td>
<td>3</td>
</tr>
<tr>
<td>8. Academic units with no report yet with 01/15/15 deadline</td>
<td>12</td>
</tr>
<tr>
<td>9. Student Affairs units with no report yet with 01/15/15 deadline</td>
<td>2</td>
</tr>
</tbody>
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   ➢ Jeremy noted that for number 9 above, Bison Connection is pending. The staff member who was doing the reporting for the Student Life Programs (which includes Student Rights and Responsibilities and Sexual Assault Prevention) left for another campus at reporting time so he doesn’t think Larry will be receiving a report from them.

   • Updated Trends in 2013-14 Reviews on Reflection of Student Learning
     o This handout shows that as of January 21st, there has been 29 Academic Affairs reports from 2013-2014 reviewed.
       ➢ Because this reflects what we see on the reports, and not necessarily always what they’re doing, Larry suspects that in most departments, students are engaged in the items at the end (collecting information, etc.) but the reports don’t actually ask for evidence of these behaviors.
       ➢ Larry said we are seeing higher response rates on most of these than we have in the past. But there are areas where people just don’t follow directions.
     o Larry will be sharing the most current version of this form with the Deans at the Dean’s Council meeting in April.

   • Faculty Senate & University Assessment Plan – The University Assessment Plan was removed from the consent agenda and due to a lengthy meeting, it was not discussed.

3. Overdue reports
• May (History {almost done, need the curriculum map} & Music)
• September (Animal Sciences {end of Feb.}, Civil Engineering, & Sociology-Anthropology)
• January (Architecture & Physics—both coming soon)

Should we notify the respective deans?
  o Larry suggested contacting the responsible departments one last time and letting them know if we don’t receive their reports by the middle of February, the dean of their college will be notified.
  o Discussion ensued about the IQAOC’s inquiry into how to streamline the reporting for Assessment and Program Review.
  o Ann has a graphic she got from Kevin when they worked on a UAC sub-committee that showed how to unify these initiatives. She will send it to Larry if she can find it.

4. Options for future reports from Extension Service
• This came out of Scott Pryor’s review of Extension Services report. He said the review form doesn’t match what Extension does. Larry met with Chris Boerboom and Deb Gebeke and with Julie Garden-Robinson to discuss what would best work for Extension.
  o Option 1: Have a separate form for Extension reports.
  o Option 2: Wait to see what IQAOC recommends, since Extension will be like accredited programs in terms of having systematic outside evaluation.
  o Option 3: Ask if it is necessary or appropriate for Extension to do assessment reports. Extension was added to the UAC in about 2002 and this is the first year they’ve actually done a special report. Bob Harrold just reviewed their federal reports. Larry and Julie discussed checking with other universities to see if they assess Extension. Larry contacted SDSU, Montana State, and Colorado State. So far, only CSU replied and they do not assess Extension.
• Julie reviewed material that they do for assessment in the Foods program. After agents do their work, at the end of the year they do an Impact Report. Julie does a combined State Impact Report from the information provided by the agents. Then the Assistant Director takes the reports from all the program areas and creates a Federal Report. If they “pass” they get a letter letting them know they passed and this determines how much money they will get. It is almost like being accredited because of all the reports being done and the approval process they have to go through to get funding.
• Larry said previously Julie indicated they wanted to wait and see what IQAOC determined. He asked if this was still her recommendation.
  o Julie said after speaking with her Director, this was still what they would like to do at this time because they have already submitted their report for this year.
  o Brandy asked how beneficial the UAC feedback is to Extension.
    ➢ Julie indicated that it really isn’t that beneficial. Doing the assessment report is really just checking it off so it’s done.
  o Ann thought that maybe it was still important for us to get the information as a campus community to check in on what they are doing.
    ➢ Amy suggested that maybe Extension could use a portion of their Federal reports that deal with assessment to see what they are doing.
  ✓ Larry said it might be best to wait for the recommendation from the IQAOC committee.
5. Department Chairs’ Responses to Survey about Using Assessment Results (from Accreditation Report Writing Team)

- Larry thought this was a positive thing. It shows that a lot of departments said they are making improvements in student learning because of assessment. They’ve learned things and they are making changes.
- Brandy asked if all 41 departments responded that they did something or changed anything. She thought it would be useful to know what percentage of departments said they did something versus how many actually ignored.
  - Amy said she thought we have to be careful how much we look at this because self-reporting isn’t always accurate. Not many departments are going to say they didn’t do anything.

*****Next Meeting is Wednesday, February 25th at 10:30 am in Mandan*****