

University Assessment Committee Minutes
Friday, September 6, 2002
Memorial Union, Badlands Room (365)

Present: Richard Shaw, Mark Schmidt, Mary Kuzel, Bill Martin, Amy Richter, Allyn Kostecki, Larry Peterson, Bob Harrold

Not Able to Attend: Terry Knoepfle, Sherman Goplen, Ines Rothe, Richard Chenoweth, Bill Slanger, J. W. Schroeder

Minutes

The minutes from the April 15, 2002 meeting were not reviewed due to not having a quorum at the meeting. The minutes from the April 15, 2002 and September 6, 2002 meetings will need to be approved at the next scheduled meeting.

Election of UAC Chair

1. Bill Martin called the meeting to order at 1:05 p.m. and called for nominations for Chair of the UAC Committee. Larry Peterson nominated Bob Harrold, Amy Richter seconded the motion. The nominations were closed. The Committee voted unanimously to elect Bob Harrold Chair of the UAC Committee for the 2002-03 academic year.

Meeting Time/Frequency

2. Bob Harrold noted the meeting times as scheduled earlier will need to be changed due to class conflicts of some of the committee members. Bill Martin moved to hold the meetings on a monthly basis with subcommittee meetings being held in the interim, Amy Richter seconded the motion. Discussion followed. The motion was voted on and passed unanimously to hold the meetings of the full Assessment Committee on a monthly basis.

Subcommittees

3. Discussion on topics for subcommittees yielded the following: Steering Subcommittee, Events Subcommittee, and Annual Report/Report Review Subcommittee. Bob Harrold will look at member schedules to aid in determining subcommittee assignment. The members present offered to serve on subcommittees as follows:

Steering Subcommittee: Bill Martin, Richard Shaw, Bob Harrold

Events Subcommittee: Mary Kuzel, Bob Harrold

Annual Report Subcommittee: Mark Schmidt, Bob Harrold

Larry Peterson and Amy Richter indicated they had no preference and would serve on one of the subcommittees as needed. Discussion followed.

Assessment Dinners

4. Due to time constraints with the remaining Bush Grant funds, it may be possible to do two more Assessment Dinners. Bob Harrold will work on which departments will be asked to participate. Discussion followed regarding determining which departments will be asked.

Susan Hatfield Visit

5. Susan Hatfield will be visiting the NDSU campus September 30 and October 1 and 2, 2002. Suggested topics for her to address were General Education Assessment, Institutionalizing Assessment, Assessment and Professionalism. Susan Hatfield will also be holding departmental meetings.

Review of Assessment Reports

6. Discussion on how assessment report could be used as a tool for institutionalizing assessment.

There were no additional items for discussion.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,
Stephanie Wegner, Recorder