

University Assessment Committee Minutes

Wednesday, September 8, 2004

Plains Room, Memorial Union

Present: Joseph Brennan, Anne Gassman, Sherman Goplen, Bob Harrold, Charles Harter, Harlene Hatterman-Valenti, Bonnie Klamm, Harriett Light, Charles Okigbo, Christy Oliver, Larry Peterson, Mark Schmidt, J.W. Schroeder, David Scott, and Bill Slinger.

Unable to attend: Allyn Kostecki, and Deanna Sellnow.

The meeting was called to order at 3:00 p.m.

Agenda: There were no additions to the agenda.

Minutes: A motion made to approve the minutes as distributed. (Brennan/Oliver) was approved without objection.

Announcements:

The date of the Annual Meeting of Higher Learning has been changed to April 9 – 12, 2005. Assessment members are welcome to attend since assessment and re-accreditation are so closely tied together.

Reports:

General Education: Larry Peterson indicated that departments have been asked to report on the general education outcomes embedded into the major (Computer use, ethics, communication skills, and capstone) and that only a small number of departments have not responded. The General Education Committee is developing rubrics for each of the seven general education learning outcomes, and plans to develop a formative assessment tool for use in General Education courses. Larry also informed the committee that 87 courses are due for Five-Year Review in the spring of 2005.

Assessment in Student Affairs: Allyn Kostecki had telephoned Bob Harrold to indicate that Student Affairs is updating their annual report format.

Unfinished Business:

1) Discussion of assessment workbook materials: Bob indicated that the documents are available on our website: www.ndsu.edu/ndsu/accreditation/assessment/index.shtml

Larry Peterson suggested that we ask the departments for “tools” that they use in their assessment, to share with the other departments, and post on our website.

Chuck Harter agreed that we should place assessment tools on our website for the departments to use.

Sherman Goplen suggested that additional communication from the Provost to the departments about what is expected from each department could be helpful in elevating assessment of student learning within departmental priorities.

After the report has been reviewed by a committee member, Bob sends a feedback letter to the department chair/director, one to the Provost, and one to the Dean of the college.

New Business

- A. Overview of assessment reports received for 2003 – 2004.
 - a. Bob explained the spreadsheet for the sake of the new members.
 - b. Sherman pointed out errors in the spreadsheet.
 - c. Bob indicated that we will hand out a new, corrected spreadsheet at next month's meeting.
- B. Initiating reviews of current and carryover assessment reports.
 - a. Bob explained to process of the assessment reports to the new members.
 - b. Reviewers should provide as much response as possible to the department chair or head.
 - c. Reports are due back in the Assessment Office in one month to six weeks.
 - d. Examples of "good" assessment reports will be distributed to all committee members. Bob used the English department as an example.
 - e. The committee members all agreed that the distribution plan is acceptable.
 - f. Bob indicated that the report reviewer will NOT be identified on the letter to the department chair, or head.

The meeting was adjourned at 4:00 p.m.

Recorder: Kären Bjellum