

University Assessment Committee
Minutes of the August 30, 2006 Meeting
1:00 – 2:45 p.m.
Louise Morden Board Room

In Attendance: Brian Cowley, Larry Ewing, David Fox, Scott Hageman, Dennis Kerkman, Evelyn Knowles, Nicolas Koudou, Debra Sheffer, Pete Soule, and John Tew

I. Call to Order: Meeting was called to order by Co-Chairs Scott Hageman and Debra Sheffer.

II. Opening Remarks: Scott delivered brief opening remarks on the new UAC committee members and structure. He also asked all members to remind their department faculty about the resources available on the UAC website.

III. Reports:

- A. John Tew, Office of Institutional Research and Assessment (OIRA)
 - a. John reported that of the 988 undergraduate courses currently in Park's catalog, Sue Marcellus has the following numbers of assessment documents stored on the U-drive:
 - i. 759 have at least one of the new assessment instruments on file
 - ii. 469 have a Core Assessment indicated
 - iii. 300 have an approved Core Assessment Rubric (but not all have a Core Assessment description)
 - iv. 68 have a Core Assessment Rubric that was not approved
 - v. 41 have a Core Assessment Rubric that is currently somewhere in the middle of the approval/revision process
 - b. Discussion was held on the process of submitting assessment documents. In order to ensure that OIRA receives only the final copy that has been approved by all supervisors and endorsed by the Assessment Committee, it was agreed that assessment documents should be submitted in the following order (which is based on the process for submitting curriculum changes):
 - i. Faculty member/developer
 - ii. Program Coordinator
 - iii. Department Chair
 - iv. Dean's Office
 - v. Assessment Committee
 - vi. Office of Institutional Research and Assessment
 - c. A request was made to have OIRA provide a list of those courses that have an approved Core Assessment Rubric but that are lacking a description of the Core Assessment so that the Liaisons can work with Program Coordinators to have faculty submit these documents.
 - d. A request was made to have similar reports for our graduate courses.

IV. New Business (Discussion)

- B. Status of Fall Assessment Plans:
- a. Discussion was held on the feedback that has been received from Programs/Departments concerned about the proposed method of collecting assessment documents for the Fall 2006 semester. Art, English, Modern Languages, Criminal Justice, and Computer Science submitted written feedback with suggestions for revising the plan.
 - b. The committee discussed the possibility of allowing programs to develop their own Core Assessment Rubric forms for any non-GE/LL or non-TriModal courses.
 - c. The committee decided: 1) to request a specific report on what Park University “promised” to HLC regarding Core Assessment Rubrics at the appeals meeting in Chicago, and 2) to request a meeting with Dr. Droge as soon as he and Ed Hight return from being out of town for further consultation before a final decision is reached.

V. **Adjournment:** The meeting was adjourned at 2:45 p.m.

Minutes Respectfully Submitted By: David Fox