

**University Assessment Committee**  
**Minutes of the October 25, 2006 Meeting**

1:00 – 3:00 p.m.

Louise Morden Board Room

**In Attendance:** Brian Cowley, David Fox, Dennis Gresdo, Scott Hageman, Dennis Kerkman, Evelyn Knowles, Pete Soule, and John Tew

**I. Call to Order:** Meeting was called to order at 1:00 p.m. by Co-Chair Scott Hageman.

**II. Approval of Minutes:** The minutes of the September 27, 2006 meeting were approved.

**III. Opening Remarks:** None

**IV. Old Business/Reports:**

- A. Fall Tri-Modal Study: John Tew, Office of Institutional Research and Assessment (OIRA), reported that the study is going well and he is coordinating with the School for Online Learning. He reported that we have 30 classes that have the potential to provide good data for the study, so there should not be any problem with meeting the goal of analyzing 25 courses for the semester. He feels that we have a good plan in place, however, there are still some issues with ensuring that the Core Assessments that are tests are being distributed to all sections.
- B. Discussion was raised regarding Programs deciding to develop and implement a new alternative CAR/scoring guide for the Fall 2 term without UAC endorsement. Consensus was reached to draft a simple reminder message to be distributed to all Program Coordinators and Department Chairs that they need to submit any new alternative CARs to the UAC for approval before they should be used in any course. The committee voted to amend the September 27 minutes to ensure that they reflect that “UAC approval” is required for any alternative CAR/scoring guide format or scoring system.

**V. New Business/Discussion:**

- A. Approval of Assessment Plans and revised Core Learning Outcomes and Core Assessment Rubrics:
  - 1. Items approved unanimously:
    - a. Revised Core Learning Outcomes for CS144 Beginning Programming with Multimedia Projects.
    - b. Information and Computer Science Assessment Plan.
    - c. Economics Assessment Plan.
    - d. Biology Assessment Plan.
  - 2. Items approved unanimously, but with suggestions for minor revisions:
    - a. Revised Core Learning Outcomes for MG260 Business Law I and MG261 Business Law II, with the suggestion that some of the imperative verbs be revised.
    - b. Business Administration Human Resources Assessment Plan, with the recommendation that they make some slight revisions based on the UAC subcommittee comments.
    - c. English Assessment Plan, with the suggestion that they look at clarifying the connection with the University Mission Statement.
    - d. Liberal Studies Assessment Plan with the suggestion that they look at clarifying the connection with the University Mission Statement.

3. Items disapproved until more extensive revisions are completed:
    - a. While the committee was favorable to the revised Core Assessment Rubric/scoring guide for NS401 Natural Science Colloquium, it was decided to return it to the program to ensure that all of the scoring categories had operational definitions.
    - b. Revised Core Assessment Rubric/scoring guide for AC202 Principles of Accounting II to the program for further development. Pete Soule agreed to talk with the developer on how to do this.
    - c. Core Learning Outcomes and Core Assessment for PH308 Business Ethics. Core Learning Outcomes were lacking proper imperative verbs and needed clarification. Core Assessment was not clearly explained and did not seem to be appropriate for the course. The committee co-chair agreed to return it to Tim Westcott, the Department Chair, to request his approval to help with revising these items.
  4. Items tabled for further discussion:
    - a. Education Assessment Plan. The committee agreed that it was expecting to see a separate plan for each individual degree program (Early Childhood, Elementary, etc.). Since no one from the Education program was present to explain this, the committee voted to table it.
- B. Program Assessment Reports: The co-chair announced that Gary Heisserer (Assistant Vice President for Academic Affairs) had submitted a sample version of an Annual Program Assessment Report format. This will be circulated for the committee to review. The committee intends to decide on the required elements for these reports during the Spring 2007 semester.

VI. **Adjournment:** The meeting was adjourned at 2:40 p.m.

**Minutes Respectfully Submitted By:** David Fox

**Minutes Approved By:**