

University Assessment Committee
Minutes of the November 29, 2006 Meeting
1:00 – 3:00 p.m.
Louise Morden Board Room

In Attendance: Brian Cowley, Larry Ewing, David Fox, Scott Hageman, Ed Hight, Dennis Kerkman, Evelyn Knowles, Peter McCandless, Debra Sheffer, 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 October 25, 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 he is continuing to work with programs for the study, and we are now just waiting to see what comes in.
1. He has coordinated with all programs involved to create the best way for each of them to submit the artifacts and data (whether that be fax, e-mail, walk-in, etc.).
 2. He also reported that he has shared this information with Campus Center Academic Directors so they know what's going on and can help work with instructors to get the data.
 3. He also announced that the scoring session for the Fall Tri-Modal Study has been set for January 10, 2007.
- B. Discussion was raised regarding who is responsible for ensuring the scoring is done—Program Coordinators or Department Chairs. Scott Hageman explained that the understanding of the committee is that the Program Coordinators are responsible for playing the lead role in this process. A follow-up question was then raised about whether or not Program Coordinators have the authority to approve travel funds for faculty members from other campus centers to attend the scoring sessions. A motion was made and approved unanimously to send memo to the Provost to request clarification on this issue. Pete Soule agreed to draft and submit such a memo.

V. New Business/Discussion:

- A. Approval of revised Core Learning Outcomes, Core Assessments, and Core Assessment Rubrics. The following items were unanimously approved:
1. Revised PS101 CAR
 - a. Note: Psychology intends to use this CAR format for other courses
 2. PS302 Tests & Measures CA & CAR
 3. PS408 CLOs & CA
 - a. Note: These were previously approved. Just need to notify Sue Marcellus to upload them
 4. BI214 Personal & Community Health CA & CAR
- B. Approval of Program Assessment Plans.
1. The following Assessment Plans were unanimously approved:
 - a. Information & Computer Science Assessment Plan – revised version
 - i. Note: A question was raised about whether or not an extra fee will be required for taking the comprehensive exam with a

proctor. The concern was whether or not this may be an issue with the military agreement. It was assumed that this would be an issue for the Provost to resolve in the implementation.

- b. Graphic Design Assessment Plan.
 - c. Geography Assessment Plan.
2. Items approved unanimously, but with suggestions for minor revisions:
- a. Fine Arts Assessment Plan, with request that a rubric for AR497 is included.
 - b. Spanish Assessment Plan, with recommendation to vary some of the competency verbs.
 - c. Social Work Assessment Plan, pending minor corrections to competencies.
3. Items held for electronic voting by committee members:
- a. Education Assessment Plan. The committee agreed to hold a vote by e-mail on this plan to allow some members additional time to review the full document. Members were asked to submit their votes by December 1.
- C. Program Assessment Reports: Scott Hageman announced that the sample of a possible format for an Annual Program Assessment Report from Gary Heisserer (Assistant Vice President for Academic Affairs) had been circulated to all committee members for review. The committee intends to decide on the required elements for these reports during the Spring 2007 semester. A comment was made that the critical aspect is that the Higher Learning Commission is really just wanting to see that we are in the process of establishing an assessment process and taking steps to check it.
- D. The committee agreed to hold a special meeting on December 15 at 9:00 a.m. to vote on any remaining Assessment Plans.

VI. Adjournment: The meeting was adjourned at 3:00 p.m.

Minutes Respectfully Submitted By: David Fox

Minutes Approved By: