

**University Assessment Committee**  
**October 14, 2003**

**Members Present:** Barbara Braden, Scott Chadwick, Isabelle Cherney, Craig Dallon, Tim Dickel, Bill Jeffries, Gail Jensen, Mike Kavan, Fran Klein, Jim Knudsen, Tom Meng, Mike Monaghan, Joan Norris (represented by Janet Graves), Todd Salzman, Stephanie Wernig.

Meeting was called to order at 7:30 a.m. by Scott Chadwick.

1. Scott welcomed the committee and introduced Christine Wiseman, Academic Vice President.
2. Chris thanked the members for agreeing to participate on the committee. Chris explained the overarching goal of the Committee as fostering a culture of assessment that allows the university to examine what it means to be a graduate of Creighton University.

Chris provided handouts she used at Marquette University during the development of their assessment taskforce to help set learning objectives, levels of attainment methods, recordkeeping of yearly results, and long-term analysis. Chris assured the committee that feedback for schools will not be punitive. The process is designed to provide positive feedback to refine assessment procedures as necessary.

**Handouts distributed:**

Overarching Goal, Tasks, Caveat  
*Designing and Implementing an Assessment Plan for Core Curricular Course*  
*Assessment of Student Academic Achievement: Levels of Implementation,*  
NCACIHE Handbook of Accreditation, 2<sup>nd</sup> Edition

**3. Meetings for the semester:**

November 11, 7:30-8:30, Student Center Ballroom West  
December 9, 7:30-8:30, Student Center, Room 104

4. **Placing assessment within the context of accreditation** (Scott)  
Scott provided the committee with copies of *Assessment of Student Academic Achievement: Assessment of Culture Matrix* which shows the guidelines of the Higher Learning Commission.
5. **a. Unit Annual Assessment Reports**  
Previously each college/school has been asked to submit an annual report on assessment activities to OETLA in August of each year. Since the office experienced a transition this year, the colleges were not reminded of this deadline.

Scott proposed setting a standard format for all future reports from the colleges and asked for feedback from the committee on the format shown on the agenda.

Gail Jensen indicated that since the University's assessment goals are not clearly defined, schools/colleges are unable to tie their goals to the university plan.

Following a short discussion, the committee agreed that a sub-committee should be formed to draft a policy and format for future reports. Members of the sub-committee are Scott Chadwick, Gail Jensen, Tom Meng, Todd Salzman and Stephanie Wernig.

**b. Review**

Future reports will be reviewed by a subcommittee of UAC. The subcommittee will discuss the review process and set a timeline for the review process. Each reporting area will receive timely feedback; as well as, suggestions for improving assessment practices and the report.

**c. Implementation**

Following discussion about the current status of the assessment reports, Scott will ask the Deans to have the 2003 Annual Assessment Report from their area by December 19. He recommended that the committee use the reports submitted by their areas in the past and include the additional information requested in the new format. The deans should expect feedback from UAC by February 1, 2004.

The new proposed deadline for future Annual Assessment Reports will be October 15. Given that deadline, each college should expect feedback from UAC by December 1.

**6. Unit Assessment Plan levels of readiness.**

The members were asked to familiarize themselves with their area's assessment plan and prepare a report showing how the plan is currently used, areas that need improvement, and possible ways to implement those changes. This report should be sent to OETLA by November 4.

**7. Building a culture of assessment at Creighton.**

The committee discussed the current assessment culture and the challenges of changing the faculty perception. Scott asked the committee to provide specific suggestions of how to make UAC more transparent on campus.

**8. Other**

Doug Eder will present two workshops for CU on October 28 & 29 on *Recognizing Embedded Measures in Your Teaching*. Both workshops will be in SC 105. During his visit, Dr. Eder will be available for discussions with smaller groups.

The meeting was adjourned at 8:35.

Respectfully submitted,

Michele King