

**University Assessment Committee**  
**Minutes**  
**March 16, 2004**

The meeting was called to order at 8:03 a.m. by Scott Chadwick. **Members Present:** Scott Chadwick, Isabelle Cherney, Bill Jeffries, Gail Jensen, Fran Klein, Jim Knudsen, Mike Monaghan, Joan Norris, Debra Ponec, Todd Salzman, Stephanie Wernig. **Excused:** Craig Dallan. Mike Kavan, Tom Meng. **Absent:** Barbara Braden.

**Minutes** of the January 19, 2004 meeting were approved as submitted.

**1. Update on the Deans' Assessment Report process.**

- ***Overview*** (Scott)  
UAC reports to the Deans, Vice Presidents and Father Schlegel were distributed on February 12, 2004. Responses from the Deans were positive. The School of Nursing responded with an update to their original report.
- ***Feedback from Father Schlegel*** (Scott)  
Scott read a letter from Father Schlegel expressing his appreciation to the Committee and his satisfaction with the reports. Father found the reports to be both informative and helpful in seeing how all of the schools are addressing their assessment efforts.
- ***Feedback for the other Deans' and Vice Presidents*** (everyone)  
Scott asked for feedback from the committee regarding the comments they heard about the reports.

Fran Klein indicated he had not heard any comments but was happy to hear assessment mentioned in Father Schlegel's convocation address as a priority for the University.

Nursing appreciated the report and provided a follow-up to the report.

Mike Monaghan explained that he had recommended to the SPAHP committee that the recommendations received from UAC should be addressed in an attempt to "close the loop" of the reporting process before next year's report. SPAHP is taking action to close the loop.

Discussion followed on what the members thought was the follow-up process indicated by the report. Members recommended that any additional requests for follow-ups to this year's report recommendations should not be seen as punitive by the schools. The template for next year should include a process for reporting improvements.

- ***New Format*** (Scott)  
Scott asked the committee for recommendations on how the new report template should look. Bill Jeffries requested that ETLA design a template for use by the colleges. Scott agreed to develop the new format and submit the design to the committee for critique and approval.

2. **FIPSE Funded Assessment** (Mike Monaghan)

Mike provided an overview of the SPHAHP participation in the FIPSE Funded Assessment Grant for the committee. SPHAHP is in the final year of the grant which was awarded to develop, test and disseminate a performance-based assessment plan for the school. Mike explained that twelve outcomes were developed (6-general education and 6-discipline specific). Those outcomes were given to the faculty to determine what students should know at each level and how those outcomes would be mapped to the syllabi. This process proved beneficial as the outcomes development involved large numbers of faculty contributing to the process.

With the FIPSE funding ending this year, Mike expressed concern for future assessment activities since the University has not provided a clear plan or commitment to funding continued assessment programming or development. Discussion followed with committee members adding their concerns about funding and attention from the University administration for furthering current assessment programs and the development for those schools in the early stages of re-design.

3. **Assessment Glossary group work** (everyone)

Due to time limitations, Scott asked the committee review the assessment reports for terms to be added to a glossary of assessment terms for the template for next year. Two people will look at each report, and may do so separately or in pairs. Two lists of terms, and accompanying definitions, should be submitted: 1) assessment-related terms that may be applicable across the university, and 2) assessment-related terms that seem specific to the unit having written the report. Those terms should be emailed to Scott on or before Tuesday, April 6.

The meeting adjourned at 8:59 a.m.

The next meeting will be Tuesday, April 13, 8-9 a.m. Student Center West Ballroom.

Respectfully submitted,

Michele King