

University Assessment Committee

Minutes

April 13, 2004

The meeting was called to order at 8:07 a.m. by Scott Chadwick. **Members Present:** Scott Chadwick, Isabelle Cherney, Craig Dallon, Bill Jeffries, Mike Kavan, Jim Knudsen, Joan Norris, Stephanie Wernig. **Excused:** Fran Klein, Tom Meng, Mike Monaghan, Debra Ponec. **Absent:** Barbara Braden, Gail Jensen, Todd Salzman.

Minutes of the March 16, 2004 meeting were approved as submitted.

1. Assessment Glossary (Scott)

Scott distributed copies of the information received from committee members to date. The deadline date for submission of school/college review was extended to April 23, 2004 to allow those needing additional time to complete their review. Scott asked for input on reporting the glossary information. No input was given by the members. Scott will flesh out the definitions over the summer and provide an enhanced draft prior to our August meeting.

2. Ideas for Summer '04 and AY '04-05

Committee Composition

Scott explained that he had no desire to change the composition of the committee but asked the members to notify him if they needed to step-down at this time. Scott also asked the members if the committee should include student representation. Following a brief discussion, all agreed that student representation is not needed on UAC.

Assessment Glossary Roll-out

Scott expects to have the report ready for review by the committee for the August, 2004 meeting.

Web Presence

ETLA continues to work with SPHAHP to develop the website for University Assessment. This will be a summer project that should be completed by the August meeting.

Learning Goals/Objectives Matrix

Scott will work this summer to create a matrix, and accompanying rubric, to show the state of assessment throughout the university.

Ties to University Accreditation

In preparation for the upcoming HLC re-accreditation process, assessment status information from the committee will be needed. The creation of the assessment matrix will be useful toward that end. Other structures for communicating information may be identified and employed in the future.

Ties to Assessment Training/Faculty Development

Scott asked the committee provide him with ideas for assessment training or faculty development that would be helpful for their school for the fall semester.

3. Other ideas, comments, suggestions (everyone)

Stephanie Wernig shared her plan to use her area's end of the year reports to determine if they are reaching their goals and objectives.

Scott attended the Higher Learning Commission meeting with Pat Callone and Christine Wiseman. Following those meetings the Creighton representatives agree that CU is making good progress in preparing for the re-accreditation visit in 2006. Schools who report to accrediting bodies need to translate those requirements to the Higher Learning Commission requirements. The challenge ahead will be showing how what each area does is mission driven.

Craig Dallon asked for clarification of whether the Higher Learning Commissions focus is solely on the undergraduate colleges or also on the professional schools. Scott explained that the HLC will look at all schools as well as the entire university.

There being no additional business, the meeting adjourned at 8:20 a.m.

Next meeting TBD—August, 2004

Respectfully submitted,

Michele King