

University Assessment Committee
Tuesday, November 22, 2005
University College Conference Room

The meeting was called to order by Scott Chadwick at 9:35 a.m.

Present: Scott Chadwick, Craig Dallan, Tim Dickel, Katie Huggett, Gail Jensen, Jim Knudsen, Phil, Meeks, Tom Meng, Rich Rossi, Todd Salzman.

Absent: Barb Braden, Fran Klein, Joan Norris, Stephanie Wernig

1. *Review prior meeting's minutes (Everyone)*

The minutes from the November 8, 2005 meeting were approved by the committee.

2. *Finalize request for assessment statue by program information (Everyone)*

Scott distributed copies of the *Assessment Status by Program* report to the members.

This report is the result of the recent review by the committee of their college's assessment progress. Scott asked the committee if forwarding this entire report to each dean would be helpful or if each should get only the report for their school.

Following a brief discussion the committee agreed to send the entire report to each dean with the memo requesting the Annual Assessment Report. The memo includes a template and instructions for completing the documentation. Deadline for the template is December 9, 2005, while the deadline for documentation is January 31, 2006. Updates to the documentation will be requested during the 2006 Spring semester.

Committee members were asked to deliver the memo and Assessment Status by Program to the dean of their college.

3. *Discuss ways to bolster the process by which the assessment component of the HLC accreditation self-study document is conducted. (Everyone)*

- Katie Huggett requested a change in the Medical School Self-Study representative from Roberta Sonnino to Bill Jeffries. Request was noted and approved.
- Gail Jensen described the self-study process she saw at a recent site visit for HLC. A template for reporting was used by the entire university.
- Phil Meeks reported that A & S uses the Assessment Committee for reporting. Since there is no accrediting body involved the college does not have guidelines to follow.
- Scott agreed to work on the details of the process as the information is reported by the schools.
- Gail Jensen asked if the reports will draw links between the program goals and mission and the three goals set by group who attended the HLC meeting in Lisle, IL in June, 2005.

4. Other

- Scott asked for volunteers to look into the logistics and usefulness of a portfolio system for assessing value-related student learning outcomes at the university level. Phil Meeks, Gail Jensen and Rich Rossi agreed to do so and report back to the committee.
- December 6 meeting was cancelled.

The meeting was adjourned at 10:05 a.m.