

**University Assessment Committee
Tuesday, November 8, 2005
University College Conference Room**

The meeting was called to order by Scott Chadwick at 9:30 a.m.

Present: Scott Chadwick, Craig Dallan, Tim Dickel, Gail Jensen, Fran Klein, Jim Knudsen, Phil Meeks, Tom Meng, Mike Monaghan, Stephanie Wernig.

Absent: Barb Braden, Katie Huggett, Joan Norris, Rich Rossi

1. ***Online e-portfolio webinar, Creating Successful Online Student Services Programs, UP Room, 12:00-1:30, November 10*** (Gail)
--Gail Jensen provided additional information on the seminar for the members. All are invited to attend.
2. ***Update on assessment website progress*** (Gail and Phil)
--Gail distributed a sample of the SPAHP assessment website design that is being developed by an external vendor. The design is based on a model used by Sacramento State University. Gail explained that the website will be used by SPAHP for external image marketing. Their accrediting agencies require some data to be available to the public. Data needed for internal use will be stored on an internal system.

Discussion followed on how the university should proceed with a website that will meet the HLC goals. Phil explained that he found that most sites are very general and that most areas are moving incrementally at different speeds to the HLC goals.

Scott proposed that the committee use the SPAHP model as a pilot while using the Health Sciences Library Hyperion software as a repository for the documents separate from the public file. The committee unanimously agreed to proceed with this plan.

3. ***Accreditation Self-Study Process as it relates to Assessment: Review and discussion of draft memo to the deans and 2004 assessment reporting template.*** (Everyone)
--The committee was asked to review the *Assessment Status by Program* table and a draft memo to the deans requesting their Annual Assessment Reports and supporting evidence in preparation for the HLC accreditation self-study document. Any changes, additions or corrections should be forwarded to Scott by noon, Friday, November 11 for inclusion in the table.

Scott explained to the committee that his plan for the table is to have links on the website to each department's supporting documents that indicate "Y" (yes) as

having achieved that assessment status. Scott assured the members that all materials would be for internal dissemination and use by the accreditation team only. Information received from the deans in the tables should provide information to begin the self-study process.

--Phil expressed concern about the confusion by some departments in using “measures” instead of “objectives” to describe their assessment plan. In his experience, the language of assessment has proved to be a distraction and inhibitor to the practice of assessment. Discussion ensued. Fran summarized the discussion by arguing that the same language should be used throughout the university, and efforts should be made by our committee, and others, to help educate faculty and staff regarding what the meanings of assessment-related words are.

--Phil asked if there is an advantage to schools including links to faculty assessment-related publications. Scott answered that there is no direct benefit with respect to documenting assessment practices for the self-study document, but that individual colleges may find it advantageous to track and report such scholarly activities.

3. ***Other items as suggested by UAC members*** (everyone)

--Scott provided information to the members about the proposed HLC Assessment of Student Learning Institute. The Institute would offer organizations a four-year sequence of events focused on student learning, efforts to assess and improve student learning and build organization-wide commitment to assessment of learning. Additional information will be forwarded for committee consideration.

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