

**University Assessment Committee
University College Conference Room
Monday, February 13, 2006**

The meeting was called to order by Scott Chadwick at 11:00 a.m.

Present: Scott Chadwick, Craig Dallan, Tim Dickel, Katie Huggett, Gail Jensen, Fran Klein, Jim Knudsen, Mike Monaghan, Joan Norris, Rich Rossi, Stephanie Wernig

Absent: Barb Braden, Phil Meeks, Tom Meng

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

The minutes of the November 22, 2005 meeting were approved by the committee.

2. ***Update on assessment website*** (Gail and Phil)

Gail Jensen demonstrated the digital template for the assessment website. The design is scalable as the portfolio grows. Tabs can be added to include meeting minutes, University Assessment committee report comments, feedback data and supporting reports. The website should be ready for piloting soon.

3. ***The state of assessment on campus***

Status Report (Scott)

A template showing the assessment information received to date was distributed. Reports have been received from all areas but additional evidence is needed to support the information received. Scott noted that the reports he has reviewed have not included faculty meeting and assessment committee meeting minutes and faculty approvals of the minutes. All committee meeting minutes should be included in the school's final report

4. ***Starting the process of providing centralized assessment feedback to programs***

Draft plan (Scott)

The goal is to provide feedback to programs on assessment practices from the University Assessment Committee. Each data set received will be reviewed by two UAC members. They will provide positive or negative feedback to Scott, who will summarize the comments and forward the report to the program and Dean.

Discussion (Everyone)

Scott announced that the Institutional Repository will be ready to receive data in late February. The self-study documents will be forwarded to the repository following editing, review and approval by the schools. Discussion followed about the access to the site. Scott explained that access will be limited to the group or school using the data. Craig Dallan requested that student names be removed from the data forwarded to the repository.

5. There was no additional business. The meeting was adjourned at 11:25 a.m.