

**University Assessment Committee
Minutes
January 19, 2004**

The meeting was called to order at 8:02 a.m. by Scott Chadwick. **Members Present:** Barbara Braden, Scott Chadwick, Isabelle Cherney, Craig Dallan, Gail Jensen, Make Kavan, Fran Klein, Jim Knudsen, Mike Monaghan, Joan Norris, Debra Ponec, Todd Salzman, Stephanie Wernig. **Excused:** Bill Jeffries, Tom Meng.

1. **Minutes** of the December 9, 2003 meeting were approved as submitted.
2. **Update on Deans' Assessment Report Review process.**
 - **Update on tasks and deadlines** (Scott)
Reports have been received from all schools except Arts and Sciences. Dean Austin has assured Scott that the report will be forwarded before the UAC reports are submitted to the President, Vice-Presidents and Deans on February 12.
 - **Feedback on what we are seeing and learning** (everyone)
The reports from Nursing and Arts and Sciences are the only reports left to review. Scott asked for comments from the committee on their reviews of the college reports. Discussion followed with members giving positive feedback of their reviews. Gail Jensen indicated that seeing the reports gave her insight into how the other colleges are approaching their assessment goals and the diversity of methods used by the schools.
 - **Feedback to improve the process next time** (everyone)
Deb Ponec suggested developing a template for future reporting since some reports lacked supporting information. The template would request additional documentation and provide easier review by both internal and external reviewers.

Barb Braden noted that the current format that shows the goals and objectives and the levels of implementation is helpful for self-examination.

Jim Knudsen suggested that the use of a template would create additional work for those areas reporting to outside accrediting bodies. Jim recommended that we use the HLC format including the goals and objectives set by the accrediting agencies.

Following the discussion Scott agreed to draft a template using the current format and include the HLC guidelines. Members were asked to send any additional suggestions for the template to Scott.

3. **Update on constructing the university-level assessment glossary** (Scott)
After reviewing the reports the committee agreed that many of the terms used by the colleges to describe assessment activities are unfamiliar. Craig Dallan recommended that the committee develop a standard list of terms to be used by the colleges for reporting. Scott asked for the members to send recommendations for the glossary in the next 2 weeks.

4. **Reports to the Deans** (Scott)

Scott provided the committee with an overview of the structure of the reports from the UAC to the President, Vice-Presidents and Deans. Each report will include the committee's thanks, a history of the review process, as well as, the state of assessment in the colleges, a summary of the units reporting, the strengths and weaknesses and suggestions for future reports and techniques. The President's report will provide a view of the state of assessment at the University-level, the Vice-Presidents will receive reviews of their reporting divisions and the Deans will receive their college reviews.

5. **Discussion of assessing Jesuit values and related issues** (everyone)

Gail Jensen led the discussion by explaining the challenges the School of Pharmacy and Health Professions has encountered in assessing Ignatian values. The goals are shown in the curriculum but SPHS has not found a way to teach and assess those goals.

Mike Monaghan explained that the SPHS goals are embedded implicitly but the college still needs to make the goals explicit.

Deb Ponec explained that the Education Department identified four charisms that are embedded in the curriculum. When students enroll in EDU 103 they are interviewed by the faculty to rate them on the four charisms. Following the interviews the students are evaluated by the faculty in a field experience and through a reflective writing component. The department has three semesters of data collected from EDU 103.

Deb explained that to measure the four charisms when teaching, the department developed a rubric, faculty observe the students 5-6 times during their coursework and require reflective writing from the students.

The Education Department developed their curriculum during retreats based on the Jesuit Core values, Cura Personalis, Magis and contemplative decision making.

Stephanie Wernig noted that Student Services surveys all students in their freshman and senior years and after seven years as alumni. The surveys are designed to include additional questions that could measure growth.

Discussion followed on the need for faculty development in Jesuit identity and assessing values. Most schools do not explicitly address Jesuit identity as part of their hiring practice or in their curriculum.

There being no additional business, the meeting adjourned at 8:30 a.m.

Next meeting Tuesday, March 16, SC Room 104, 8-9 a.m.

Respectfully submitted,

Michele King

