

**UNIVERSITY ASSESSMENT COMMITTEE**  
**October 21, 2002**

MINUTES

PRESENT: K. Bell, R. Carpenter, J. Christoff, C. Cole, R. Goldberg, M. Govekar, M. Haynes-Spoon, A. Hilderbrand, R. Hovis, K. Knecht, J. Hurtig, A. Lippert, R. Mankey, B. Vivian  
ABSENT: K. Condani

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 4:00 p.m. in conference room 7 of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on April 5, 2002 were approved.
3. COLLEGE REPORTS:
  - a. ARTS & SCIENCES: Dr. Vivian reported that the general education skills assessment test will be given for the first time to third-year students this spring. The test was administered to first-year students electronically. The first writing portfolios will be reviewed this spring as well.
  - b. BUSINESS ADMINISTRATION: Dr. Govekar reported that the College has been working on revised learning objectives by major for the purposes of AACSB accreditation review. Over the summer, the CBA also revised the assessments used to evaluate their students and also developed some course embedded assessments.
  - c. ENGINEERING: Dr. Hurtig reported that ABET will visit in late October. Dean Farbrother conducted a general survey at the end of spring quarter by classification (freshmen, sophomores, etc.) and data from this study has already been used to make changes in the programs. The College is also experimenting with a Student Advisory Board in the Department of Electrical & Computer Engineering and Computer Science to further involve students.
  - d. PHARMACY: Dr. Knecht reported that the College Assessment Committee is in the process of scheduling a meeting. The Experiential Quality Assurance Committee (with Assessment representation) met to discuss quality control standards and student outcomes in the clinical rotation experiences. The results for the spring focus groups with the Advisory Board are being compiled.
  - e. LAW: No report.
4. OTHER REPORTS:
  - a. DR. GOLDBERG: Commented on the meeting he attended with Ms. Blewitt and Ms. Cole in September hosted by The Higher Learning Commission. The meeting dealt in particular with the "restructuring" of the general institutional requirements and criteria for accreditation. Final adoption of the new eligibility requirements, operational indicators, and the criteria for accreditation with essential components and patterns of evidence is scheduled in February with the first official training being conducted at the Annual Meeting in April, 2003.
  - b. STUDENT AFFAIRS: Dean Mankey reported that staff leaders are working on their strategic plans incorporating the CAS standards.
  - c. CENTER FOR TEACHER EDUCATION: Dr. Haynes reported that an assessment plan for the Master in Education program is due to The Higher Learning Commission by January 15, 2003.
  - d. STUDENT DEVELOPMENT: Ms. Hilderbrand distributed placement activity reports and reported that placement rates are down from last year.
  - e. STUDENT SENATE: Ms. Bell reported that Senate has assigned an administrative liaison for each college to meet with the deans on a regular basis. She also reported that there continues to be concern regarding the instructor evaluation content and process. Representatives from Student Senate are working with Institutional Research.

5. OLD BUSINESS:
  - a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:
    - i. Continuous Improvement documents are still in progress for all academic areas of the University. A few departments still need to be completed.
    - ii. Review of the documents will occur as a part of the self-study process.
6. NEW BUSINESS: A draft of Ohio Northern University General Learning Objectives was presented to the committee for review. This draft will be given to the deans with instructions to develop dialogue between their faculty. All comments are to be received in the Office of Institutional Research by December 2, 2002.
7. ADJORNMENT: The meeting was adjourned at 4:50 p.m.

**UNIVERSITY ASSESSMENT COMMITTEE**  
**February 4, 2003**

MINUTES

PRESENT: K. Bell, R. Carpenter, J. Christoff, C. Cole, K. Condeni R. Goldberg, M. Govekar, A. Hilderbrand, J. Hurtig, A. Lippert, R. Mankey, B. Vivian  
ABSENT: M. Haynes-Spoon, R. Hovis, K. Knecht

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 1:00 p.m. in conference room 204 of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on October 21, 2002 were approved.
3. COLLEGE REPORTS:
  - a. ARTS & SCIENCES: Dr. Vivian reported that the general education skills assessment post-test will be given to third-year students during the second week of spring quarter in several proctored sessions. This is the first time that the test has been administered to third-year students. Writing portfolios from the first student cohort group (45 students from fall 2000) will be reviewed this spring.
  - b. BUSINESS ADMINISTRATION: See attached.
  - c. ENGINEERING: See attached. The faculty have been requested to complete faculty course summary forms for each of their courses each quarter based on information obtained through the student evaluation process. Also reported that 100% of seniors have indicated that they will take the FE Exam this spring which will aid in assessment efforts. Also, the college is reviewing software for outcomes assessment and portfolios.
  - d. PHARMACY: Not present- no report.
  - e. LAW: Reported that the Tenure Committee is reviewing course evaluations. The ONU Bar Exam Review has been expanded to address areas of concern. Also, Faculty from Legal Research and Writing courses are meeting next week to discuss the implementation of writing portfolios.
4. OTHER REPORTS:
  - a. STUDENT DEVELOPMENT: Ms. Hilderbrand distributed 6 month/preliminary placement reports and noted that placement rates are up 5% from this time last year. Also reported that applicable career services benchmarking data from the national study are expected in the near future.
  - b. STUDENT AFFAIRS: No report.
  - c. ADMISSIONS/FINANCIAL AID: Dean Condeni reported that the profile of next year's incoming class continues to track well and at the end of the scholarship day competitions over 900 students will have participated. Due to high numbers of applications and deposits in the College of Pharmacy, all qualified students applying after December 1 have been placed on a waiting list for admission.
  - d. STUDENT SENATE: No report.
  - e. SELF-STUDY COMMITTEE REPORTS: Dr. Goldberg reported that the committee for Criterion 3 has met twice and is in the process of identifying patterns of evidence for each of the core components. A template was provided based on the work of the College of Engineering. Work has also begun for each of the other four criteria with the primary emphasis being placed on locating patterns of evidence.
5. OLD BUSINESS:
  - a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:

- i. Continuous Improvement documents have been collected for most academic areas of the University. A few departments (Communication Arts, History, Political Science, and Criminal Justice and Psychology and Sociology still need to be completed.
    - ii. Review of the documents takes place as a part of the annual reporting process and identifies any changes made or not made based on assessment findings.
  - b. ONU LEARNING OBJECTIVES:
    - i.. A draft of Ohio Northern University General Learning Objectives was distributed in late November for all areas of the University to be reviewed. Their “acceptance” will be confirmed at the next regularly scheduled Deans and Staff meeting.
    - ii. Once approved, measures will be developed by the Office of Institutional Research.
6. ANNOUNCEMENT: Scheduling of University Assessment Committee meetings for spring quarter will be announced by the chair.
7. ADJORNMENT: The meeting was adjourned at 1:45 p.m.

# UNIVERSITY ASSESSMENT COMMITTEE

May 2, 2003

## MINUTES

PRESENT: R. Carpenter, C. Cole, J. Cole, R. Goldberg, M. Govekar, A. Hilderbrand, J. Hurtig, A. Lippert, K. Knecht, D. Miller, B. Vivian

ABSENT: J. Christoff, K. Condeni, M. Haynes-Spoon, R. Hovis, R. Mankey

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg, at 11:00 a.m. in conference room 202 of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on February 4, 2003 were approved.
3. COLLEGE REPORTS:
  - a. ARTS & SCIENCES: See attached
  - b. BUSINESS ADMINISTRATION: See attached.
  - c. ENGINEERING: See attached.
  - d. PHARMACY: See attached.
  - e. LAW: Not present, no report.
4. OTHER REPORTS:
  - a. STUDENT DEVELOPMENT: The following areas are utilizing the CAS guidelines to perform program evaluations: career services, student development, external initiatives, and sorority affairs. Career services also participated in a national benchmarking study over the past year and is currently reviewing its findings and considering requesting additional data analysis for institutions of our type and size. The follow-up study indicating placement performance for the 2002 class should be distributed shortly.
  - b. STUDENT AFFAIRS: No report.
  - c. ADMISSIONS/FINANCIAL AID: No report.
  - d. STUDENT SENATE: No report.
  - e. SELF-STUDY COMMITTEE REPORTS: Dr. Goldberg reported that the members of the Coordinating Committee for the self-study attended the pre-conference Self-Study Workshop conducted by The Higher Learning Commission in April. Additionally he has received verbal confirmation that THLC visit will take place on October 18-20, 2004. He also reported that the Master of Education in Teaching assessment plan received a favorable review from THLC based on the materials submitted this past January.
  - f. INSTITUTIONAL RESEARCH: Colleges were reminded to include progress on action plans based on the Levels of Implementation Matrix that was conducted a year ago. The next formal assessment will take place next spring.
5. OLD BUSINESS:
  - a. CONTINUOUS IMPROVEMENT OF STUDENT ACADEMIC ACHIEVEMENT:
    - i. At the request of the Criterion 3 Subcommittee, the colleges (through their assessment committees) need to define specific learning objectives and measures for each of their minors, options, certificate programs, and pre-professional programs. The documentation will be similar to those provided for the majors. Mrs. Cole will initiate the collection of these items early in the fall quarter.
    - ii. Also forthcoming from Mrs. Cole will be course grids for each major that indicate how each learning objective is related to the required coursework.

- iii. Lastly, as a part of the annual reporting process changes that are made or not made based on assessment findings must be identified through the Continuous Improvement Annual Progress Report.
- b. ONU LEARNING OBJECTIVES:
  - i.. A final version of the Ohio Northern University General Learning Objectives was distributed and discussion began on measures and possible indicators for each. It is possible that the ONU Learning Objectives may need to go through one more revision before final adoption based on our discussion.
- 6. ANNOUNCEMENT: Scheduling of the next University Assessment Committee meeting(s) for fall quarter will be announced by the chair.
- 7. ADJORNMENT: The meeting was adjourned at 12:00 p.m.