

**UNIVERSITY ASSESSMENT COMMITTEE**  
**October 31, 2003**

MINUTES

PRESENT: Carpenter, R., Christoff, J., Cole, C., Cole, J., Condemi, K., Goldberg, R., Govekar, M., Haynes-Spoon, M., Hilderbrand, A.K., Hovis, R., Hurtig, J., Knecht, K., Lippert, A., Vivian, B.  
ABSENT: None

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 4:00pm in the Faculty Lounge of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on May 2, 2003 were approved.
3. COLLEGE REPORTS:
  - a. ARTS & SCIENCES: No report.
  - b. BUSINESS ADMINISTRATION: The college assessment committee is working on changing some assessment numbers from last year's assessments.
  - c. ENGINEERING: Report attached.
  - d. PHARMACY: Report attached.
  - e. LAW: The college assessment committee is currently working on plans to begin a writing portfolio with law students.
4. OTHER REPORTS:
  - a. SELF-STUDY: The Coordinating Committee is currently reviewing chapter drafts for all criteria. Drafts are located on the Institutional Research web site.
  - b. STUDENT AFFAIRS: Dean Hilderbrand distributed the Placement Assessment report as of October 2 (attached) and also informed the committee of the workgroup formed in Student Affairs to develop a plan for assessment.
5. UNFINISHED BUSINESS:
  - a. CONTINUOUS IMPROVEMENT:
    - i. DOCUMENTATION FOR MAJOR PROGRAMS: Web pages were distributed to each of the college representatives. Each college is asked to review the current documentation and send any revisions or corrections to Christy Cole by December 1, 2003.
    - ii. CONTINUOUS IMPROVEMENT DOCUMENTATION FOR MINOR AND OTHER PROGRAMS: Each college was reminded that they are to return documentation in the similar format for any of their minors, options, concentrations, certificate and pre-professional programs. These need to be returned to Institutional Research by January 5, 2004.
    - iii. COURSE-BASED DOCUMENTATION: Course grids containing learning objectives/outcomes and required coursework/activities will be distributed in January for each department to complete. They will be provided in paper and electronic format. These will need to be completed by the end of February.
  - b. ONU LEARNING OBJECTIVES: The Learning Outcomes were discussed at length. Mrs. Cole will review the materials provided to her previously on the assessment of the capstone experiences by department and college. More documentation may be required but will be requested as needed.
6. NEW BUSINESS: There was some discussion on university and college plans to assess "general education" and the various methods used by each college. More discussion on this topic will continue at the next meeting. Winter quarter schedules will be requested by Dr. Goldberg.
7. ADJOURNMENT: The meeting was adjourned at 4:55pm.

**UNIVERSITY ASSESSMENT COMMITTEE**  
**February 18, 2004**

MINUTES

PRESENT: Carpenter, R., Christoff, J., Cole, C., Cole, J., Goldberg, R., Govekar, M., Roepke, T. (for M., Haynes-Spoon, M.), Kussmaul, D. (for Hilderbrand, A.K.), Hovis, R., Hurtig, J., Lippert, A., Vivian, B.  
ABSENT: Condeni, K., Knecht, K.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 4:00pm in the Faculty Lounge of McIntosh Center.
2. MINUTES: Minutes from the previous meeting on October 31, 2003 were approved.
3. COLLEGE REPORTS:
  - a. ARTS & SCIENCES: The college committee will meet on Thursday, February 26. Plans are ongoing for the implementation of the spring general education assessment and the writing portfolio and collection of continuous improvement documentation continues.
  - b. BUSINESS ADMINISTRATION: Report attached.
  - c. ENGINEERING: Report attached.
  - d. PHARMACY: No report. The college committee will meet this Friday.
  - e. LAW: Report attached. The writing portfolio for law students has been implemented with this fall's L1 class.
4. OTHER REPORTS:
  - a. REGISTRAR: Mr. Carpenter distributed information on two SCT software products pertaining to assessment: TracDat and iWebFolio. He will contact SCT to determine pricing for both.
  - b. STUDENT AFFAIRS: Ms. Kussmaul reported that the Follow-up Report for the class of 2003 is on schedule for May.
  - c. SELF-STUDY: Dr. Goldberg reported that the Coordinating Committee has reviewed the first draft of the self study document. It is anticipated that a second draft will be posted on the web for public review and comment on or near March 1.
5. UNFINISHED BUSINESS:
  - a. CONTINUOUS IMPROVEMENT:
    - i. ASSESSMENT APPENDIX FOR SELF STUDY: Ms. Cole distributed the draft of the "assessment plan" that will accompany the self study document as an appendix. Each committee member is asked to review it and send comments directly to Ms. Cole.
    - ii. OUTSTANDING DOCUMENTATION: Ms. Cole distributed a list of outstanding items pertaining to mission, outcomes, and measures for majors, minors, options, concentrations, pre-professional programs and certifications. Each college representative is asked to follow-up **IMMEDIATELY** with the appropriate persons to assist in obtaining this material.
    - iii. COURSE-BASED DOCUMENTATION: Course grids containing learning objectives/outcomes and required coursework/activities will be distributed shortly for each department to complete. They will be provided in paper and electronic format.
  - b. ONU LEARNING OBJECTIVES: The ONU Learning Outcomes were referred to in the "assessment plan" document and were discussed briefly including the documentation of the measures developed by the committee in the last meeting.
6. NEW BUSINESS: None.
7. ADJOURNMENT: The meeting was adjourned at 4:35pm.

## UNIVERSITY ASSESSMENT COMMITTEE

April 14, 2004

### MINUTES

PRESENT: Bryant, B., Carpenter, R., Cole, C., Condeni, K., Farbrother, B., Goldberg, R., Govekar, M., Roepke, T., Knecht, K., Hovis, R., Hurtig, J., Lippert, A., Maris, T., Vivian, B.

ABSENT: Christoff, J., Cole, J., Hilderbrand, A.K.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 4:05pm in Room 202 of McIntosh Center.
2. REPORT FROM THLC ANNUAL MEETING: Dr. Goldberg mentioned the annual meeting of THLC that was attended by himself, Mrs. Cole, Dr. Lippert, and Dr. Pitts. Sessions were informative. Dr. Lippert specifically called attention to the session on increased demands for accountability and public disclosure of institutional data.
3. ACTION ON GENERAL LEARNING OUTCOMES MEASURES: Mrs. Cole presented a proposal for the implementation of a portfolio project to begin in the fall of 2004. Discussion was initiated on several aspects of the proposal. Significant issues to consider were:
  - A. the use of a post measure rather than a pre/post measure,
  - B. the identification of suitable artifacts for each academic program,
  - C. ensuring that the portfolio can be used as a formative evaluation,
  - D. ensuring a mix of direct and indirect measures when assessing general education and that this proposed portfolio is one measurement of several in existence that assessed general education at the university-level,
  - E. inclusion of self-reflection within the portfolio, and
  - F. the schedule and methods by which the portfolio will be evaluated.

After the discussion, Dr. Govekar made a motion that the proposal be approved/accepted for implementation beginning in the fall of 2004. The motion was seconded by Mr. Carpenter and was passed by the committee. Mrs. Cole will move forward with the implementation of the portfolio project as described on the attached sheets and as passed by the committee. Colleges will also need to consider whether or not to continue with their respective existing college-based assessment initiatives pertaining to general education.

4. OTHER ITEMS: Mrs. Cole reminded the college representatives of the need to collect course/learning outcome grids for inclusion into Volume 3 of the Self-Study. Also, the Assessment Culture Matrix Analysis Worksheets will be distributed the week of the 19<sup>th</sup> to all UAC and college assessment committee members, deans, and department chairs.
5. NEXT MEETING: The next meeting has been scheduled for May 12, 2004 at 4:00 pm. The agenda is forthcoming.
6. ADJOURNMENT: The meeting was adjourned at 4:55pm.

**UNIVERSITY ASSESSMENT COMMITTEE**  
**May 12, 2004**

MINUTES

PRESENT: Cole, C., Condeni, K., Goldberg, R., Roepke, T., Knecht, K., Hovis, R., Hurtig, J., Lippert, A., Thompson-Bradshaw, A. (for Hilderbrand, A.K.), Vivian, B.

ABSENT: Carpenter, R., Christoff, J., Cole, J., Govekar, M.

1. CALL TO ORDER: The meeting was called to order by the chairperson, Roger Goldberg at 4:08pm in the Faculty Lounge of McIntosh Center.
2. MINUTES: Minutes from the February 18 and April 14, 2004 meetings were approved.
3. COLLEGE REPORTS:
  - Arts and Sciences: The committee is scheduled to meet on Monday, May 17. The assessment culture matrix and results from the general education assessment instruments will be discussed.
  - Business Administration: Report submitted electronically on 5/13/2004. See attachment.
  - Engineering: Has completed the assessment culture matrix.
  - Pharmacy: Is completing the college's end of the year assessments including nominal groupings, advisory board focus groups, and coordinator meetings.
  - Law: No report.
4. REPORT FROM THLC ANNUAL MEETING: The final draft of volume one is scheduled to be mailed to THLC on May 28, 2004. The official submission date for the entire self-study document is August 2, 2004 and the visit dates are scheduled for October 18-20, 2004. In addition, the proposal for the B.S. Nursing will accompany the self-study draft May 31. The draft for Volume 3, *The Assessment of Student Learning* was distributed and all committee members need to review this document and provide comments to Mrs. Cole no later than May 31, 2004.
5. UNFINISHED BUSINESS: Mrs. Cole led a brief discussion about the proposed portfolio project. A list of suitable artifacts will need to be determined early in the fall. Mrs. Cole will meet with faculty from the various departments to discuss the capstone as well as other artifacts that exist in the curriculum. The UAC will also need to review this issue at its first meeting in the fall quarter. It was decided that the number of years for project evaluation could be shortened from five to three and it was also suggested to select multiple smaller samples from the larger sample of participants to measure consistency of student performance. Finally, all course grids recently distributed by Mrs. Cole must be returned by May 31, 2004.
6. NEXT MEETING: The next meeting will be scheduled upon returning for fall quarter and as schedules permit.
7. ADJOURNMENT: The meeting was adjourned at 4:45pm.