

**UNIVERSITY ASSESSMENT COMMITTEE**  
**September 11, 2007**

MINUTES

PRESENT: Christoff, J., Cole, C., Courtney, T.; DeVault, K., Goldberg, R., Govekar, M., Hilderbrand, A.K., Hurtig, J., Roepke, T., Sega, T., Sheely, N., Vennekotter, K.

ABSENT: Carpenter, R., Courtney, J., Kier, T., Lippert, A.,

1. CALL TO ORDER: The chairperson, Roger Goldberg, called the meeting to order at 3:00 p.m. in Room 115 of Dicke Hall. Returning members made introductions for the benefit of visiting committee member, Ms. Katie Vennekotter. Ms. Vennekotter is the new Coordinator for Academic Affairs and Assessment Activities.

2. MINUTES: The committee approved minutes from the May 11, 2007 meeting.

3. OLD BUSINESS:

A. Christy Cole noted the committee's request for several areas of the university to address the May 2007 report on the assessment of the university's general learning objectives. Ms. Hilderbrand updated the group on the student affairs division's progress. Each college as well as the University Steering Committee on General Education is to submit a report by December 1, 2007.

In addition, Ms. Cole noted that the deadline for program reports is also December 1. She anticipates having the report templates distributed in early October. She reminded the committee that the review of assessment reports will occur by consensus this year.

4. NEW BUSINESS:

A. Higher Learning Commission Progress Report. The committee reviewed comments from the evaluation team indicating a required progress report on assessment as a condition for continued accreditation. The report is due to the Higher Learning Commission on April 30, 2008.

The committee established a subcommittee to develop a plan and complete the report. The committee anticipates that the report will require active involvement from all colleges as well as other areas of the university. Christy Cole will lead the subcommittee.

[Post-meeting Note: The subcommittee will meet on Thursday, September 27 at 3:00 p.m. in Dicke 115. The subcommittee includes the following members: John Christoff, Christy Cole, Justin Courtney, Tabitha Courtney, Kathleen DeVault, Roger Goldberg, Michele Govekar, Julie Hurtig, and Tom Kier.]

B. Other New Business. The University Steering Committee on General Education will soon request faculty involvement from each of the college in exploring and discussing methods for assessing general education. Ms. Cole will be in contact with each of the college representatives to discuss possible participants.

4. ADJOURNMENT: The meeting adjourned at 3:40 p.m.

**UNIVERSITY ASSESSMENT COMMITTEE**  
**November 20, 2007**

MINUTES

PRESENT: Cole, C., Courtney, J., Courtney, T., DeVault, K., Ewing, R. (for Govekar, M.), Goldberg, R., Hurtig, J., Kier, T., Lehman, L. (for Roepke, T.), Lippert, A., Sega, T., Sheely, N., Vennekotter, K.  
ABSENT: Carpenter, R., Christoff, J., Govekar, M., Hilderbrand, A.K., Roepke, T.

1. CALL TO ORDER: The chairperson, Roger Goldberg, called the meeting to order at 3:00 p.m. in Room 115 of Dicke Hall.

2. MINUTES: The committee approved minutes from the September 11, 2007 meeting.

3. REPORTS:

A. Arts and Sciences: The Arts and Sciences Committee on Assessment met several times in October. Current activities include a mentoring program for select academic programs and proposals to address gaps in learning as identified in the UAC's report from May 15, 2007 (report due December 1). Ideas under consideration are a cultural understanding portfolio and two pilot assessment projects to evaluate written and oral communication.

B. Business Administration: The committee has been working on reports due December 1 and January 7. It is again considering using the ETS exam as a comprehensive graded exam in the college's degree capstone course. This was proposed to DCBA faculty with referral for study and possible implementation if individual scoring is possible.

C. Engineering: The college is working on completing self studies for all five major programs. It has also begun to work on considering which items to address for its December 1 report.

D. Pharmacy: The college has completed a first draft of its annual assessment report and is working on its December 1 report. The committee has selected writing, speaking, and cultural competency.

E. Law: No report.

4. OTHER REPORTS:

A. CENTER FOR TEACHER EDUCATION: No report.

B. CAREER SERVICES: See attached report.

C. RESIDENCE LIFE: Student affairs continues to work on its December 1 report. Progress is being made by all areas within Student Affairs.

D. STUDENT SENATE: No report.

## 5. UNFINISHED BUSINESS:

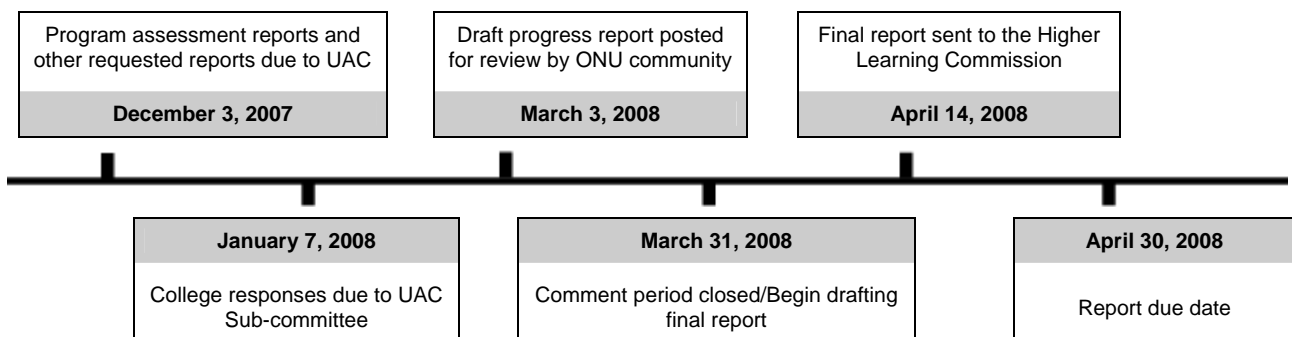
A. THLC PROGRESS REPORT SUBCOMMITTEE UPDATE: Christy Cole noted the subcommittee met on Thursday, September 27. The report will be structured in a manner that aligns with the six items specifically requested by the evaluation team. These items are:

- Evidence of a plan for assessing general education across the university.
- Clarification of who has the authority and responsibility for seeing that assessment is being carried out in a systematic and meaningful way.
- A complete set of learning objectives for general education and for all majors or programs, including graduate and professional programs.
- Measurement strategies and procedures, both direct and indirect, that have been implemented for at least two years and which assess student learning with regard to these objectives.
- Documentation of the implementation of the assessment plan across the university for both general education and the majors.
- Documentation that the assessment data collected are being analyzed and used. This would include identification of objectives that have been met or satisfied and objectives that have not been met or satisfied. It would also cite changes that have been made to attain or satisfy those objectives that have not been met.

Additional and supporting information such as minutes, assessment reports, etc. will be included as appendices to the report. The committee assigned each of the five college representatives to prepare a college response to the six required items. These reports are due on January 7, 2008.

Ms. Cole will synthesize the college responses into a University response for the final report. Committee members will assist in the review and editing of the report draft. The draft will be posted for review and comment by March 3, 2008.

The timeline for the progress report is as follows:



B. ASSESSMENT REPORT EVALUATION PROCESS. Review of annual assessment reports will occur by consensus of paired committee members. A special meeting will be scheduled for the end of January to begin work on this.

6. NEW BUSINESS:

A. USE OF PORTFOLIOS CAMPUS-WIDE. Ms. Cole led a discussion about the increasing use and interest in electronic portfolio assessment across campus and how the university should consider monitoring the number of areas employing the assessment method and the different software tools being used.

B. CLA IN THE CLASSROOM. Ms. Cole announced that CLA is launching a new pedagogical and evaluation tool to complement the CLA. More information will be distributed as it becomes available.

C. ASSESSMENT OF GENERAL LEARNING OBJECTIVES. The University Steering Committee on General Education is working on a new/revised set of learning objectives for general education. The committee decided to postpone working on implementing any new direct assessment measures until the work of the committee is completed.

7. ADJOURNMENT: The meeting adjourned at 4:00 p.m.