

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2016-17**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. Joan continues to dedicate a great deal of her time to this committee and we are grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research and Effectiveness, and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Jodi Steiner who willingly shared her assessment knowledge and time with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2016-17 academic year was chaired by Shari Nelson (VPSA Designee). Committee members for the 2016-17 year included:

Mary Askim-Lovseth (BPA)  
James Casler (JDO)  
Andrew Quinn (Nursing & Professional Disciplines)  
Surojit Gupta (CEM)  
Debra Hanson, MED  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Margaret Jackson (Law)  
Shari Nelson (VPSA Designee)  
C. Casey Ozaki (Graduate Studies Designee)  
Deborah Worley (EHD)  
Ryan Zerr (A&S and Director, Essential Studies)  
Jodi Steiner (Recorder; Institutional Research)

Students were asked to serve on the Assessment Committee but did not participate.

Functions and Responsibilities of the University Assessment Committee

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2016-17 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*This year, UAC suspended its three-year review cycle of academic & non-academic programs, as well as institutional survey tools and, conducted, a micro-review of all academic and non-academic programs. This micro-review examined the past three years of plans and reports from each program in order to obtain a longitudinal view of progress made in student learning goal articulation, assessment methods, reporting of results, and closing the loop activities. This allowed the committee to identify further training needs, areas of strengths and improvements, as well as the opportunity to adapt review templates based on findings, in an effort to increase clarity and ease of use for both reviewer and reviewees.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assessment Director.

*This document is to be reviewed every other year and was reviewed in fall 2015. The plan should be*

reviewed again in fall 2017. To access the most recent version of the University Assessment Plan (November, 2015), please visit: [http://und.edu/university-senate/committees/assessment/\\_files/docs/univ-asmt-plan.pdf](http://und.edu/university-senate/committees/assessment/_files/docs/univ-asmt-plan.pdf)

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*As stated in Item I above, UAC conducted a micro-review of all academic and non-academic programs. 81 undergraduate programs, 78 graduate programs, and 13 non-academic programs (student support) were reviewed as part of this process. Results showed that, for the previous three years, 83% of undergraduate, 72% of graduate, and 85% of co-curricular programs described assessment methods in their annual assessment reports, with 86% of undergraduate, 83% of graduate, and 100% of co-curricular programs reporting results. Over the past few years, there has been significant progress in closing the loop activities, with 79% of undergraduate programs, 59% of graduate programs, and 77% of Student Support Office taking actions based on assessment data in the 2015-16 academic year. However, there is still room to growth and departments will continue to be given results from their reviews, including recommendations on areas they can strengthen*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments is in place but was suspended in 2016-17 to allow for the micro-review previously discussed. It will be reinstated for 2017-18. It should be noted that the Assessment Committee review is viewed as advisory to departments and programs. Program review is the place where action should occur if deficiencies noted in the Assessment Committee reviews are not addressed.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The Assessment Committee continues to support institutional efforts related to accreditation and results from the micro-review conducted this past year will be used in UND's 2017 Assurance Report to the HLC.*

- VI. Work with Institutional Research & Effectiveness to keep the Assessment Committee's website current.

*The Office of Institutional Research & Effectiveness (recently renamed) continues to maintain the Assessment Committee's website. Several key features of the site include: a section on the basic steps of writing an assessment plan, a section for students that describes key findings from survey tools, resources for campus constituents about assessment, and resources for committee members who conduct reviews of assessment plans, including posting of the most up to date assessment review templates. In addition, the assessment plans of academic departments and non-academic units that attend to student learning and development are available to the campus and to the public on the Assessment Committee website. For more information, please visit: <http://und.edu/university-senate/committees/assessment/>*

**Summary:** During 2016-17 the University Assessment Committee fulfilled its purpose, function and responsibilities including a micro-review of all academic and non-academic assessment activities, and a review of templates for assessment reviews.

Respectfully Submitted,

Shari Nelson  
University Assessment Committee

November 1, 2017



**Senate University Assessment Committee  
Annual Report for  
Academic Year 2015-2016**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams and Jodi Steiner who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2015-2016 academic year was chaired by Shari Nelson (VPSA Designee). Committee members for the 2015-2016 year included:

Mary Askim-Lovseth (BPA)  
James Casler (JDO)  
Kenneth Flanagan (Nursing & Professional Disciplines)  
Surojit Gupta (CEM)  
Devon Hansen (A&S)  
Debra Hanson, MED  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Bradley Myers (Law)  
Shari Nelson (VPSA Designee)  
C. Casey Ozaki (Graduate Studies Designee)  
Deborah Worley (EHD)  
Ryan Zerr (Director, Essential Studies)  
Joseph Appianing, Graduate Student  
Jodi Steiner (Recorder; Institutional Research)  
Carmen Williams (VPAA Designee; Institutional Research)

One undergraduate student was asked to serve on the Assessment Committee but he did not participate.

Functions and Responsibilities of the University Assessment Committee

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2015-2016 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of annual assessment reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the College of Education & Human Development, College of Nursing & Professional Disciplines, School of Medicine & Health Sciences, and School of Graduate Studies were reviewed in 2015-2016. The results were communicated to the department chairs through the Assessment Director.*

*The University Assessment Committee also conducted reviews of six non-academic units including: Dean of Students Office, Disability Services for Students, McNair Program (TRiO), Student Success Center,*

*Women's Center, and Writing Center. The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development. Finally, the committee reviewed four OIR (Office of Institutional Research) tools regularly used by various University stakeholders: (1) EDUCAUSE Center for Applied Research (ECAR) Undergraduate Students and Information Technology Survey, (2) ECAR Faculty and Information Technology Survey, (3) First Year Seminars Survey, and (4) the National Survey of Student Engagement (NSSE).*

- II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assessment Director.

*This document is to be reviewed every other year. The University Assessment Plan was reviewed in fall 2015. Minimal revisions were made to the document at that time. The plan should be reviewed again in fall 2017. To access the most recent version of the University Assessment Plan (November, 2015), please visit: [http://und.edu/university-senate/committees/assessment/\\_files/docs/univ-asmt-plan.pdf](http://und.edu/university-senate/committees/assessment/_files/docs/univ-asmt-plan.pdf)*

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As previously indicated, the UAC reviewed the assessment documents for the departments and programs within the College of Education & Human Development, College of Nursing & Professional Disciplines, School of Medicine & Health Sciences, and School of Graduate Studies in Spring, 2016. The committee reviewed assessment plans and reports for 17 College of Education & Human Development programs, 4 College of Nursing & Professional Disciplines programs, and 16 School of Medicine & Health Sciences programs, including certificate, undergraduate, and graduate degree programs. The School of Graduate Studies was reviewed as a whole, as individual programs are reviewed when their host department is reviewed. Findings were documented and forwarded to departments through the Assessment Director.*

*The Assessment Director and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. In general, departments and programs have specific plans for assessment in place, and there are many programs where student learning goals are well-articulated in those assessment plans. Moreover, appropriate methods of assessment are implemented. However, the committee reviewed several programs where assessment methods need further description. A small number of programs did not provide any results of assessment activities or evidence of actions taken on the basis of assessment results.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. As noted in section I, four tools were reviewed in the 2015-2016 academic year.*

*Tools that are administered by the Office of Institutional Research are a combination of national surveys, such as the National Survey of Student Engagement (NSSE) and surveys that have been developed by UND for internal purposes, such as the First Year Seminars Survey. Many of the surveys do not directly measure student learning; they do address the infrastructures, conditions, and environmental components that promote and enhance student learning. Thus, even though survey findings are of special importance to administration, academic departments may also find results noteworthy in further understanding student learning.*

*Full reports of the OIR tools were directed to the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assessment Director and/or the Office of Institutional Research. Departmental chairs and individual faculty are encouraged to access survey results at <http://und.edu/research/institutional-research/survey-timelines.cfm> or by contacting the Assessment Director or the Office of Institutional Research.*

*In addition, information specifically for students about the findings of the surveys is available online: <http://und.edu/university-senate/committees/assessment/for-students.cfm>*

Assessment of Non-Academic Units

*It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I, six non-academic units were reviewed during the 2015-2016 academic year. UAC committee members noted that non-academic programs do have assessment plans in place, and some programs include student learning goals in their plans. More and more non-academic departments are including student learning goals but there is still room for improvement. For many programs, a single type of assessment method also predominates. Strides are being made to tie the results in annual reports directly to decision-making within the unit. UAC reviews were forwarded to the respective units via the Assessment Director.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided by the institution's Assessment Director. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Department Chairs and the Deans of those schools and colleges being reviewed is traditionally held during May of each year. Many members of the Assessment Committee attend and provide general comments about the assessment plans that were reviewed. Typically, three selected departments make brief presentations on developing and/or maintaining successful assessment systems. This year, however, due to budget constraints, this event did not occur. Attendees find this luncheon particularly helpful and it is hoped that funding will be reinstated in the near future.*

*It should be noted that the Assessment Committee review is viewed as advisory to departments and programs. Program review is the place where action should occur if deficiencies noted in the Assessment Committee reviews are not addressed.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The Assessment Committee continues to support institutional efforts related to accreditation and will contribute as needed to help the institution prepare for the HLC focused visit in 2017.*

- VI. Work with Institutional Research to keep the Assessment Committee's website current.

*The Office of Institutional Research continues to maintain the Assessment Committee's website. Several key features of the site include: a section on the basic steps of writing an assessment plan, a section for students that describes key findings from OIR tools, resources for campus constituents about assessment, and resources for committee members who conduct reviews of assessment plans, including posting of the most up to date assessment review templates. In addition, the assessment plans of academic departments and non-academic units that attend to student learning and development are available to the campus and to the public on the Assessment Committee website. For more information, please visit: <http://und.edu/university-senate/committees/assessment/>*

**Summary:** During 2015-2016, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, and OIR (Office of Instruction Research) tools, and a review of templates for assessment reviews.

Respectfully Submitted,

Shari Nelson University Assessment  
Committee

October 11, 2016





**Senate University Assessment Committee  
Annual Report for  
Academic Year 2014-2015**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams and Jodi Steiner who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2014-2015 academic year was chaired by Deborah Worley (EHD) in Fall 2014 and co-chaired by Dr. Worley and Shari Nelson (VPSA Designee) in Spring 2015. Committee members for the 2014-2015 year included:

Mary Askim-Lovseth (BPA)  
Kevin Buettner (Nursing & Professional Disciplines)  
James Casler (JDO)  
Surojit Gupta (CEM)  
Devon Hanson (A&S)  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Bradley Myers (Law)  
Shari Nelson (VPSA Designee)  
C. Casey Ozaki (Graduate Studies Designee)  
Kenneth Ruit (MED)  
Tom Steen (Director, Essential Studies)  
Jodi Steiner (Recorder; Institutional Research)  
Carmen Williams (VPAA Designee; Institutional Research)  
Deborah Worley (EHD)

One undergraduate student and one graduate student were asked to serve on the Assessment Committee but they did not participate.

Functions and Responsibilities of the University Assessment Committee

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2014-2015 academic year are addressed as follows:

- I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of annual assessment reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the School of Aerospace Science, College of Engineering & Mines, and the College*

*of Business & Public Administration were reviewed in 2014-2015. The results were communicated to the department chairs through the Assessment Director.*

*The University Assessment Committee also conducted reviews of five non-academic units including: American Indian Student Services, Financial Wellness, Housing, Multicultural Student Services, and Student Support Services (TRiO). The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development. Finally, the committee reviewed two OIR (Office of Institutional Research) tools regularly used by various University stakeholders: The Graduating Student Survey and the Collegiate Learning Assessment (CLA).*

- II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assessment Director.

*This document is to be reviewed every other year. The University Assessment Plan was reviewed in fall 2013. Minimal revisions were made to the document at that time. The plan should be reviewed again in fall 2015. To access the most recent version of the University Assessment Plan (January 2014), please visit: [http://und.edu/university-senate/committees/assessment/\\_files/docs/univ-asmt-plan.pdf](http://und.edu/university-senate/committees/assessment/_files/docs/univ-asmt-plan.pdf)*

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As previously indicated, the UAC reviewed the assessment documents for the departments and programs within the School of Aerospace Science, College of Engineering & Mines, and the College of Business & Public Administration were reviewed in Spring 2015. The committee reviewed assessment plans for 15 School of Aerospace Science programs, 18 College of Engineering & Mines programs, and 20 College of Business & Public Administration, including certificate, undergraduate, and graduate degree programs. Findings were documented and forwarded to departments through the Assessment Director.*

*The Assessment Director and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. In general, departments and programs have specific plans for assessment in place, and there are many programs where student learning goals are well-articulated in those assessment plans. Moreover, appropriate methods of assessment are implemented. However, the committee reviewed several programs where assessment methods need further description. A small number of programs did not provide any results of assessment activities or evidence of actions taken on the basis of assessment results.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. As noted in section I, two tools were reviewed in the 2014-2015 academic year.*

*Tools that are administered by the Office of Institutional Research are a combination of national surveys, such as the National Survey of Student Engagement (NSSE) and surveys that have been developed by UND for internal purposes, such as the Advising Survey. Many of the surveys do not directly measure student learning; they do address the infrastructures, conditions, and environmental components that promote and enhance student learning. Thus, even though survey findings are of special importance to administration, academic departments may also find results noteworthy in further understanding student learning.*

*Full reports of the OIR tools were directed to the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assessment Director and/or the Office of Institutional Research. Departmental chairs and individual faculty are encouraged to access survey results at <http://und.edu/research/institutional-research/survey-timelines.cfm> or by contacting the Assessment Director or the Office of Institutional Research.*

*In addition, information specifically for students about the findings of the surveys is available online: <http://und.edu/university-senate/committees/assessment/for-students.cfm>*

Assessment of Non-Academic Units

*It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I, five non-academic units were reviewed during the 2014-2015 academic year. UAC committee members noted that non-academic programs do have assessment plans in place, and some programs include student learning goals in their plans. There is, however, room for improvement. For many programs, a single type of assessment method predominates. For a small number of programs, there is no evidence that results included in annual reports are directly tied to decision-making within the unit. UAC reviews were forwarded to the respective units via the Assessment Director.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided by the institution's Assessment Director. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Department Chairs and the Deans of the School of Aerospace Sciences, the College of Engineering & Mines, and the College of Business and Public Administration was held in May 2015. Many members of the Assessment Committee attended and provided general comments about the assessment plans that were reviewed. The Assessment Director moderated a series of brief presentations by departments who have developed and maintained successful assessment systems.*

*It should be noted that the Assessment Committee review is viewed as advisory to departments and programs. Program review is the place where action should occur if deficiencies noted in the Assessment Committee reviews are not addressed.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*With guidance from the Assessment Director, members of the Assessment Committee reviewed the self-study report in preparation for the HLC visit that occurred in fall 2013. Committee members specifically reviewed Chapter 5, Criterion 4: Teaching & Learning: Evaluation and Improvement as this part of the self-study specifically discussed the committee's work. A special meeting time was set aside during the HLC visit for reviewers to meet with the Assessment Committee. The meeting was cancelled by the reviewers, however, just prior to the actual meeting day.*

*In 2014-2015, the Assessment Committee played a role in supporting institutional efforts to address "Opportunities for Improvement" or "Next Steps" in the Final Report of the Higher Learning Commission of the North Central Association [Higher Learning Commission (NCAHLC)] (HLC of the NCA), specifically those aligned with Criterion 4. For example, the Assessment Committee continued to support academic and non-academic programs in implementing and improving upon their assessment practices. They conducted annual reviews of assessment reports submitted by programs (academic and support unit) and engaged academic leaders in discussion of assessment work via a year-end Assessment Luncheon. The Assessment Committee also encouraged departments to make use of the new(er) assessment reporting system and to submit annual assessment reports, as these were the documents that members used to conduct their reviews of assessment activities across campus. One area for improvement, as noted by HLC, concerned the unevenness of assessment activities across campus. The Assessment Committee spent considerable time crafting feedback for academic and non-academic departments to provide tangible examples of how assessment plans can be elevated and to create systematic assessment activity at the program level. The Assessment Director and members of the Assessment Committee were also available to assist any department with assessment.*

*The Assessment Committee continues to support institutional efforts related to accreditation and will contribute as needed to help the institution prepare for the HLC focused visit in 2017.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*The Office of Institutional Research continues to maintain the Assessment Committee's website. Several key features of the site include: a section on the basic steps of writing an assessment plan, a section for students that describes key findings from OIR tools, resources for campus constituents about assessment, and resources for committee members who conduct reviews of assessment plans, including posting of the most up to date assessment review templates (revised in fall 2014). In addition, the assessment plans of academic departments and non-academic units that attend to student learning and development are available to the campus and to the public on the Assessment Committee website. For more information, please visit: <http://und.edu/university-senate/committees/assessment/>*

**Summary:** During 2014-2015, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, and OIR (Office of Instruction Research) tools, and a review of templates for assessment reviews.

Respectfully Submitted,

Deborah Worley and Shari Nelson  
University Assessment Committee

September 2015

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2013-2014**

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The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2013-2014 academic year consisted of the following individuals:

Mary Askim-Lovseth (BPA)  
Kevin Buettner (Nursing)  
Paul Drechsel (JDO)  
Devon Hanson (A&S)  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Sukhvarsh Jerath (CEM)  
Brett Johnson (Undergraduate Student Representative)  
Nancy Krom (Recorder; Institutional Research)  
Bradley Myers (Law)  
Shari Nelson (VPSA Designee)  
C. Casey Ozaki (Graduate School Designee)  
Kenneth Ruit (MED)  
Tom Steen (Director, Essential Studies)  
Kyle Thorson (Graduate Student Representative)  
Carmen Williams (VPAA Designee; Institutional Research)  
Deborah Worley, Chair (EHD)

Functions and Responsibilities of the University Assessment Committee

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2013-2014 academic year are addressed as follows:

- I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental annual reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the College of Arts & Sciences were reviewed in 2013-2014. The results were communicated to the department chairs through the Assessment Director.*

*The University Assessment Committee also conducted reviews of eight non-academic units including: Career Services, Chester Fritz Library, Continuing Education, International Center, Memorial Union, Student Health Services, University Children's Center, and the Wellness Center. The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development.*

*Finally, the committee reviewed six OIR (Office of Institutional Research) tools regularly used by various University stakeholders. These tools include: the Advising survey, the Beginning College Survey of Student Engagement (BCSSE), the College Senior Survey (CSS), the Cooperative Institutional Research Program (CIRP) Freshmen survey, the National Survey of Student Engagement (NSSE), and the EduCause Center for Applied Research (ECAR) Study of Undergraduate Students and Information Technology*

- II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assessment Director.

*This document is to be reviewed every other year. The University Assessment Plan was reviewed in fall 2013. Minimal revisions were made to the document at that time. The plan should be reviewed again in fall 2015. To access the University Assessment Plan, please visit:  
[http://und.edu/university-senate/committees/assessment/\\_files/docs/univ-asmt-plan.pdf](http://und.edu/university-senate/committees/assessment/_files/docs/univ-asmt-plan.pdf)*

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As previously indicated, the UAC reviewed the assessment documents for the departments and programs within the College of Arts & Sciences in Spring 2014. The committee reviewed assessment plans for 47 programs within the College, including certificate, undergraduate, and graduate degree programs. Findings were documented and forwarded to departments through the Assessment Director.*

*The Assessment Director and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. In general, departments and programs have specific plans for assessment in place, and there are many programs where student learning goals are well-articulated in those assessment plans. Moreover, appropriate methods of assessment are implemented. However, the committee reviewed several programs where assessment methods need further description. A small number of programs did not include any assessment results in their annual reports or the results that were included were not clearly linked to the student learning goals for the program.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. As noted in section I, six tools were reviewed in the 2013-2014 academic year.*

*Some of the tools that are administered by the Office of Institutional Research are mandated by the North Dakota University System (NDUS), such as the National Survey of Student Engagement (NSSE). Others have been developed by UND for internal purposes, such as the Advising Survey. Many of the surveys do not directly measure student learning; they do address the infrastructures, conditions, and environmental components that promote and enhance student learning. Thus, even though survey findings are of special importance to administration, academic departments may also find results noteworthy in further understanding student learning.*

*Full reports of the OIR tools were directed to the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assessment Director and/or*

the Office of Institutional Research. Departmental chairs and individual faculty are encouraged to access survey results at <http://und.edu/research/institutional-research/survey-timelines.cfm> or by contacting the Assessment Director or the Office of Institutional Research.

In addition, information specifically for students about the findings of the surveys is available online: <http://und.edu/university-senate/committees/assessment/for-students.cfm>

#### Assessment of Non-Academic Units

It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I, eight non-academic units were reviewed during the 2013-2014 academic year. UAC committee members noted that non-academic programs do have assessment plans in place, and some programs include student learning goals in their plans. There is, however, room for improvement. For many programs, a single type of assessment method predominates and there is no evidence that results included in annual reports are not directly tied to decision-making within the unit. UAC reviews were forwarded to the respective units via the Assessment Director.

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

A process for providing feedback from the Committee to administrators and departments continues to be provided by the institution's Assessment Director. Changes in the process continue as appropriate.

Additionally, a luncheon for Chairs and the Dean of the College of Arts & Sciences was held in May 2014. Many members of the Assessment Committee attended and provided general comments about the assessment plans that were reviewed. The Assessment Director moderated a series of brief presentations by departments who have developed and maintained successful assessment systems.

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

With guidance from the Assessment Director, members of the Assessment Committee reviewed the self-study report in preparation for the HLC visit that occurred in fall 2013. Committee members specifically reviewed Chapter 5, Criterion 4: Teaching & Learning: Evaluation and Improvement as this part of the self-study specifically discussed the committee's work. A special meeting time was set aside during the HLC visit for reviewers to meet with the Assessment Committee. The meeting was cancelled by the reviewers, however, just prior to the actual meeting day.

- VI. Work with Institutional Research to keep the Assessment Committee's website current.

The Office of Institutional Research continues to maintain the Assessment Committee's website. Several key features of the site include: a section on the basic steps of writing an assessment plan, a section for students that describes key findings from OIR tools, resources for campus constituents about assessment, and resources for committee members who conduct reviews of assessment plans, including posting of the most up to date assessment review templates (revised in fall 2013). In addition, the assessment plans of academic departments and non-academic units that attend to student learning and development are available to the campus and to the public on the Assessment Committee website. For more information, please visit: <http://und.edu/university-senate/committees/assessment/>

**Summary:** During 2013-2014, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, and OIR (Office of Instruction Research) tools, and a review of templates for assessment reviews.

Respectfully Submitted,



Deborah Worley  
Chair, University Assessment Committee

August 2014

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2012-2013**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2012-2013 academic year consisted of the following individuals:

Mary Askim-Lovseth (BPA)  
Wayne Barkhouse (Graduate School Designee)  
Paul Drechsel (JDO)  
Odella Fuqua (VPF&O Designee)<sup>1</sup>  
Jacob Gapp, Student Representative<sup>2</sup>  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Roxanne Hurley (Nursing)  
Sukhvarsh Jerath (CEM)  
Krista Lynn Minnotte, Chair (A&S)  
Bradley Myers (Law)  
Shari Nelson (VPSA Designee)  
Kenneth Ruit (MED)  
Tom Steen (Director, Essential Studies)  
Carmen Williams (VPAA Designee; Institutional Research)  
Deborah Worley (EHD)  
Sue Erickson (Visitor/Consultant; Institutional Research)  
Nancy Krom (Recorder; Institutional Research)

**Functions and Responsibilities of the University Assessment Committee**

Committee members are expected to review committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. No concerns about policies or recommendations for changes surfaced.

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2012-2013 academic year are addressed as follows:

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<sup>1</sup> This position was eliminated during this past academic year with the approval of the University Senate.

<sup>2</sup> The second student representative position on the committee was vacant during the 2012-2013 academic year.

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental annual reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the College of Education and Human Development, the College of Nursing, the School of Law, and the School of Medicine and Health Sciences were reviewed in 2012-2013. The results were communicated to the department chairs through the Director of Assessment & Regional Accreditation.*

*In addition, the University Assessment Committee conducted reviews of six non-academic units including: the Dean of Students Office, Disability Services for Students, the McNair Program (TRIO), the Student Success Center, the Women's Center, and the Writing Center. The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development.*

*Finally, the committee reviewed seven OIR (Office of Institutional Research) tools regularly used by various University stakeholders. These include: the Sophomore Satisfaction survey, the Graduating Seniors Survey, ES Student Evaluations, the First Year Experience Survey, the Faculty Survey of Student Engagement (FSSE), the Beginning College Survey of Student Engagement (BCSSE), and the National Survey of Student Engagement (NSSE).*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Director of Assessment & Regional Accreditation.

*This document is to be reviewed every other year. The University Assessment Plan was reviewed in the fall semester of 2011. Minimal revisions were made to the document at that time. The plan should be reviewed again in the fall of 2013. The University Assessment Plan can be found online at: [http://und.edu/university-senate/assessment/\\_files/docs/univ-asmt-plan.pdf](http://und.edu/university-senate/assessment/_files/docs/univ-asmt-plan.pdf)*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As noted above, the UAC reviewed the assessment documents for the departments and programs within the College of Education and Human Development, the College of Nursing, the School of Law, and the School of Medicine and Health Sciences during the spring of 2013. A total of 33 programs within these areas were reviewed. Findings were documented and forwarded to departments through the Director of Assessment & Regional Accreditation.*

*The Director of Assessment & Regional Accreditation and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that departments and programs are doing well in the following areas: a specific plan is in place, student learning goals are well-articulated, and direct and indirect methods of assessment are implemented. Areas where the committee sees needed improvement for a small number of programs are as follows: assessment methods are not clearly described, no results are reported, and results are not clearly tied to stated goals and closing the loop (decision-making is not tied to evidence).*

Assessment of Student Learning and Development: Institutional Level

*The University has many assessment tools at its disposal. As noted in section I above, seven tools were reviewed this past year.*

*Some of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infrastructures and environments that promote and enhance student learning. Thus, even though survey findings are of special importance to administration, academic departments may also find results noteworthy in further understanding student learning.*

*Full reports of the survey findings were relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Director of Assessment & Regional Accreditation and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Director of Assessment & Regional Accreditation, via the University Newsletter, and/or in the On Teaching publication.*

Assessment of Non-Academic Units

*It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I above, six non-academic units were reviewed during the 2012-2013 academic year. UAC reviews were forwarded to the respective units via the Director of Assessment & Regional Accreditation.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided by the Director of Assessment & Regional Accreditation. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Chairs and Deans of reviewed programs was held in May of 2013. Many members of the Assessment Committee attended. The Director of Assessment & Regional Accreditation facilitated a brief presentation by departments who have developed and maintained successful assessment systems.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the Higher Learning Commission of the North Central Association [Higher Learning Commission (NCAHLC) (HLC of the NCA)] in October 2003, helps drive and motivate many of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*

*The Director of Assessment & Regional Accreditation, the University Assessment Committee, and the Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*

*In preparation for a planned comprehensive visit from the HLC of the NCA in Fall 2013, faculty, staff, administrators, and students were organized for self-study in Spring 2011 and conducted much of that self-study, including a review of assessment activities, in 2011-12 and 2012-13. Members of the University Assessment Committee were recruited to serve key roles on teams studying UND's efforts regarding criterion three (Teaching and Learning: Quality, Resources, and Support) and criterion four (Teaching and Learning: Evaluation and Improvement). Drafts of individual criterion chapters became available for campus review in Spring 2013. The final self-study report will be released by the end of August for dissemination across campus and examination by members of the HLC team assigned to UND's reaccreditation review.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*Institutional Research continues to update the content of the website, including a number of enhancements and improvements added within the last year, including revised versions of the templates used for committee work. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic units that attend to student learning and development are available to the campus and public. The Committee website can be found at: <http://www.und.edu/dept/datacol/assessment/index.htm>*

**Summary:** During 2012-2013, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, and OIR (Office of Instruction Research) tools, and a review of templates for assessment reviews.

Respectfully Submitted,  
Krista Lynn Minnotte  
Chair, University Assessment Committee

July 2013

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2011-2012**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2011-2012 academic year consisted of the following individuals:

Mary Askim-Lovseth (BPA)  
Barbara Combs, Chair (EHD)  
Paul Drechsel (JDO)  
Kristin Emmons, Student Representative  
Odell Fuqua (VPF&O Designee)  
Eric Johnson (Law)  
Cassie Gerhardt (VPSOS designee)  
Joan Hawthorne (Director of Assessment & Regional Accreditation)  
Roxanne Hurley (Nursing)  
Krista Lynn Minnotte (A&S)  
Ruth Paur (MED)  
Tom Steen (Director, Essential Studies)  
Sukhvarsh Jerath, SEM  
Kathy Norman (Graduate School Designee)  
John Tompkins, Student Representative  
Carmen Williams (VPAA Designee; Institutional Research)  
Sue Erickson (Visitor/Consultant; Institutional Research)  
Nancy Krom (Recorder; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2010-2011 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental annual reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the John D. Odegard School of Aerospace Sciences, the School of Engineering and Mines, and the College of Business and Public Administration were reviewed in 2011-2012 and the results communicated to the department chairs through the Director of Assessment & Regional Accreditation.*

*In addition, the University Assessment Committee conducted reviews of six non-academic units including: American Indian Student Services, Essential Studies, Housing, Multicultural Student Services, Student Support Services, and the Counseling Center. The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development.*

*Finally, the committee reviewed five OIR (Office of Institutional Research) tools regularly used by various University stakeholders. These include: the Graduating Student Survey, Alumni Outcomes Survey, Beginning College Student Survey of Engagement (BCSSE), Center for Applied Research (ECAR), and the Employer Satisfaction Survey.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Director of Assessment & Regional Accreditation.

*The University Assessment Plan was reviewed in the fall semester of 2011. Minimal revisions were made to the document overall; however, charts listing the annual review schedule and programs were corrected and updated to reflect the current process. The University Assessment Plan can be found online at: <http://www.und.edu/dept/datacol/assessment/CommitteePlan/Final%20Report%202008.pdf>*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As noted above, the UAC reviewed the assessment documents for the departments and programs within the John D. Odegard School of Aerospace Sciences, the School of Engineering and Mines, and the College of Business and Public Administration. Thirty-nine programs were reviewed during the spring of 2012. Findings were documented and forwarded to departments through the Director of Assessment & Regional Accreditation.*

*The Director of Assessment & Regional Accreditation and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that progress has been made in the following areas: a specific plan is in place, student learning goals are well-articulated and assessment methods are well-described. Areas where the committee sees needed improvement are as follows: no results are reported and when reported, results are not clearly tied to stated goals and closing the loop (decision-making is not tied to evidence). It is also noteworthy that many assessment plans as posted on the web appear outdated or have been superseded by new plans that were not conveniently available to reviewers. This made the reviews of those programs cumbersome and confusing for committee members and efforts have been made, both through communication with appropriate department chairs and through a planned update of the annual report template, to correct the problem.*

Assessment of Student Learning and Development: Institutional Level

*The University has many assessment tools at its disposal. As noted in section I above, five tools were reviewed this past year.*

*Some of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full reports of the survey findings were relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Director of Assessment & Regional Accreditation and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Director of Assessment & Regional Accreditation, via the University Newsletter, and/or in the On Teaching publication.*

Assessment of Non-Academic Units

*It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I above, six non-academic units were reviewed during the 2010-2011 academic year. UAC reviews were forwarded to the respective units via the Director of Assessment & Regional Accreditation.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided by the Director of Assessment & Regional Accreditation. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Chairs and Deans of reviewed programs was held in May, 2012. Many members of the Assessment Committee attended. The Director of Assessment & Regional Accreditation facilitated a brief presentation by three departments who have successfully developed and maintained assessment systems.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the Higher Learning Commission of the North Central Association [Higher Learning Commission (NCAHLC) (HLC of the NCA)] in October 2003, helps drive and motivate many of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*

*The Director of Assessment & Regional Accreditation, the University Assessment Committee, and the Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*



*In preparation for a planned comprehensive visit from the HLC of the NCA in Fall 2013, faculty, staff, administrators, and students were organized for self-study in Spring 2012 and conducted much of that self-study, including a review of assessment activities, in 2011-12. A draft of their findings will be available in Fall 2012 and will inform future planning for the Assessment Committee.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*Institutional Research continues to update the content of the website. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic units that attend to student learning and development are available to the campus and public. The Committee website can be found at:*

*<http://www.und.edu/dept/datacol/assessment/index.htm>*

**Summary:** During 2011-2012, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, OIR (Office of Instruction Research) tools, the Assessment Plan and related assessment templates.

Respectfully Submitted,  
Barbara Combs  
Chair, University Assessment Committee

September 2012

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2010-2011**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2009-2010 academic year consisted of the following individuals:

Roxanne Hurley (Nursing)  
Mary Askim-Lovseth (BPA)  
Barbara Combs, Chair (EHD)  
Eric Johnson (Law)  
Shane Gerbert (Student Representative)  
Cassie Gerhardt (VPSOS designee)  
Joan Hawthorne (Assistant Provost, VPAA)  
Krista Lynn Minnotte (A&S)  
Ruth Paur (MED)  
Dexter Perkins (SEM)  
Fred Remer (JDO)  
Raina Urton (Student Representative)  
Tom Steen (Director, Essential Studies)  
Wayne Swisher (Graduate School designee)  
Jo-Anne Yearwood (VPF&O designee)  
Carmen Williams (VPAA Designee; Institutional Research)  
Sue Erickson (Visitor/Consultant; Institutional Research)  
Nancy Krom (Recorder; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*The University Assessment Plan was reviewed in 2010-2011. Departmental programs and certificates that undergo review were updated to accurately reflect the university's offerings.*

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2010-2011 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental Annual Reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the College of Arts and Sciences were reviewed in 2010-2011 and the results communicated to the department chairs through the Assistant Provost.*

*In addition, the University Assessment Committee conducted reviews of six non-academic units including: Career Services, Continuing Education, the Memorial Union, Student Health, the Women's Center, and the University Children's Center. The Committee recognizes their contributions in the achievement of Institutional, General Education/Essential Studies, and Program goals relative to student learning and development.*

*Finally, the committee reviewed six of the OIR (Office of Institutional Research) tools regularly used by various University stakeholders. These include: the Cooperative Institutional Research Program (CIRP) Freshmen Survey, the Cooperative Institutional Research Program (CIRP) Senior Survey, the Sophomore Satisfaction Survey, the Placement Survey, the Collegiate Learning Assessment (CLA), and the Essential Studies Student Evaluation tool (USAT).*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*The University Assessment Plan was reviewed in 2010-2011. No revisions were made to the plan itself but the list of departmental programs and certificates was updated. The University Assessment Plan can be found online at:*

*<http://www.und.edu/dept/datacol/assessment/CommitteePlan/Final%20Report%202008.pdf>*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As noted above, the UAC reviewed the assessment documents for the departments and programs within the College of Arts & Sciences. 50 programs were reviewed during the spring of 2011. Findings were documented and forwarded to departments through the Assistant Provost.*

*The Assistant Provost and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that progress has been made in the following areas: a specific plan is in place, student learning goals are well-articulated and assessment methods are well-described. Areas where the committee sees needed improvement are as follows: a single type of assessment method predominates no results are reported and results are not clearly tied to closing the loop (decision-making is not tied to evidence).*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. As noted in section I above, six tools were reviewed this past year.*

*Many of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full reports of the survey findings are relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Assistant Provost via the University Newsletter and/or the On Teaching publication.*

#### Assessment of Non-Academic Units

*It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I above, six non-academic units were reviewed during the 2010-2011 academic year. UAC reviews were forwarded to the respective units via the Assistant Provost.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided via the Assistant Provost. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Chairs and Deans of reviewed programs was held in May, 2011. Most members of the Assessment Committee attended. The Assistant Provost facilitated a discussion in which committee members highlighted the results of the reviews and responded to questions and concerns.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*

*The Assistant Provost, the University Assessment Committee, and the General Education Requirements Committee/Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*

- VI. Work with Institutional Research to keep the Assessment Committee's website current.

*Institutional Research continues to update the content of the website. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic units that attend to student learning and development are available to the campus and public. The Committee website can be found at:*  
<http://www.und.edu/dept/datacol/assessment/index.htm>

**Summary:** During 2010-2011, the University Assessment Committee completed its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, OIR(Office of Instruction Research) tools, the Assessment Plan and related assessment templates.

Submitted,

Barbara Combs  
Chair, University Assessment Committee

September 2010

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2009-2010**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2009-2010 academic year consisted of the following individuals:

Darla Adams (Nursing)  
Mary Askim-Lovseth (BPA)  
Barbara Combs, Chair (EHD)  
Kirsten Dauphinais (Law)  
Shane Gerbert (Student Representative)  
Cassie Gerhardt (VPSOS designee)  
Joan Hawthorne (Assistant Provost, VPAA)  
Krista Lynn Minnotte (A&S)  
Ruth Paur (MED)  
Dexter Perkins (SEM)  
Fred Remer (JDO)  
Andrew Rilometo (Student Representative)  
Tom Steen (Director Essential Studies)  
Wayne Swisher (Graduate School designee)  
Jo-Anne Yearwood (VPF&O designee)  
Carmen Williams (VPAA Designee; Institutional Research)  
Sue Erickson (Visitor/Consultant; Institutional Research)  
Nancy Krom (Recorder; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*The University Assessment Plan was reviewed in 2009-2010. Departmental programs and certificates that undergo review were updated to accurately reflect the university's offerings. The timeline for reviews was also updated. The UAC's purpose, functions and responsibilities may be found online at <http://www.und.edu/dept/datacol/assessment/purpose.html>*

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2009-2010 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental Annual Reports, assessment plans, and departmental documents, the assessment activities of 20 departments and programs within the College of Education and Human Development, the College of Nursing, the School of Law and the School of Medicine were reviewed in 2009-2010 and the results communicated to the department chairs through the Assistant Provost.*

*In addition, the University Assessment Committee conducted reviews of four non-academic units including: Disability Services, the McNair Program, the Student Success Center and the Student Wellness Center. The Committee recognizes their contributions in the achievement of Institutional, General Education/Essential Studies, and Program goals relative to student learning and development.*

*Finally, the committee reviewed five of the OIR (Office of Institutional Research) tools regularly used by various University stakeholders. They include: the Alumni Outcomes Survey, the Faculty Survey, National Survey of Student Engagement (NSSE), the University Assessment of Teaching, and the Employee Satisfaction Survey.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*The University Assessment Plan was revised in 2009-2010. Minimal revisions were made to the plan itself and were editorial change with three exceptions. First, the review of OIR tools was clarified. It was decided that the following tools will no longer be reviewed because they do not yield data specific to student learning: Campus Quality Survey, Environmental Assessment Survey, and the Withdrawing/Non-Returning Student Survey. Second, dates and timelines for reviews were updated. Third, an appendix was added detailing the programs within each of the colleges and schools that undergo review. The University Assessment Plan can be found online at:*

*<http://www.und.edu/dept/datacol/assessment/CommitteePlan/Final%20Report%202008.pdf>*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*The University Assessment Committee utilizes a Feedback to Academic Departments form when completing reviews of departmental assessment activities. This form was updated early in the 2009-2010 review cycle. Because Essential Studies' goals are identified in undergraduate programs only, two forms were created, one for graduate programs and one for undergraduate programs. The forms were approved by the Assessment Committee and utilized for all academic unit reviews during this review cycle.*

*As noted above, the UAC reviewed the assessment documents of 20 departments. (Departments are reviewed by the Committee on a cyclical basis as per the University Assessment.) Findings were documented and forwarded to departments through the Assistant Provost.*

*The Assistant Provost and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that significant progress has been made in the*

*following areas: specific plans for assessment in place, learning goals well articulated, methods of assessment clearly describe and appropriately selected. Areas where the committee sees improvement but continue to need attention are as follows: reporting assessment results and tying results to loop-closing activities.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. The five assessment tools and findings that were reviewed by this committee in 2009-2010 include the Alumni Outcomes Survey, Faculty Survey (HERI), National Survey of Student Engagement, University Assessment of Teaching (USAT) and the Employer Satisfaction Survey.*

*Many of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full reports of the survey findings are relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Assistant Provost via the University Newsletter and/or the On Teaching publication.*

*Assessment of Non-Academic Units*

*It is recognized that many non-academic units have a direct involvement in student learning and development. During the 2008-09 academic year the following four non-academic units were reviewed: Disability Services, the McNair Program, the Student Success Center, and the Student Wellness Center. UAC reviews were forwarded to the respective units via the Assistant Provost.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided via the Assistant Provost. Changes in the process continue as appropriate.*

*Additionally, a luncheon for Chairs and Deans of reviewed programs was held in May, 2010. Many members of the Assessment Committee attended. The Assistant Provost facilitated a discussion in which committee members highlighted the results of the reviews and responded to questions.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*



*The Assistant Provost, the University Assessment Committee, and the General Education Requirements Committee/Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*Institutional Research continues to update the content of the website. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic units that attend to student learning and development are available to the campus and public. The Committee website can be found at:  
<http://www.und.edu/dept/dataacol/assessment/index.htm>*

**Summary:** During 2009-2010, the University Assessment Committee completed its purpose, function and responsibilities including: a review of the Committee's purpose and charge; ongoing reviews of academic and non-academic assessment activities, including Assessment Plans and reports; ongoing reviews of Institutional Assessment Reports; and participation in the implementation of value-added testing (the CLA) as a component of the Voluntary System of Accountability.

Submitted,

Barbara Combs  
Chair, University Assessment Committee

September 2010

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2008-2009**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the General Education Requirements Committee, the General Education Task Force, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2008-2009 academic year consisted of the following individuals:

Darla Adams (Nursing), Chair  
Mary Askim-Lovseth (BPA)  
Albert Berger ( A&S, Graduate School Representative)  
Gaye Burgess (A&S)  
Barbara Combs (EHD)  
Kirsten Dauphinais (Law)  
Sue Erickson, (Visitor/Consultant; Institutional Research)  
Cassie Gerhardt (Coordinator of Greek Life)  
Joan Hawthorne (VPAA Designee; Assistant Provost)  
Jon Jackson (MED)  
Nancy Krom (Recorder; Institutional Research)  
Fred Remer (JDO)  
Paul Sum (BPA, Fall semester)  
Sharlette Seelan (VPF&O Designee; Residence Services)  
Nick Schmitz (Undergraduate Student Representative)  
Tom Steen (Director, Essential Studies, ex-officio)  
Dan Tienter (Graduate Student Representative)  
Carmen Williams (VPAA Designee; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*The University Assessment Plan was revised in 2007-2008 and approved by the University Senate, May 2008. The Plan was revised to align with recently approved Essential Studies programming and language. Departmental names and position titles were revised throughout the document to align with recent organizational and administrative changes within the University. No changes were made in 2008-2009.*

The UAC's purpose, functions and responsibilities are attached. They may also be found online at <http://www.und.edu/dept/datacol/assessment/purpose.html>

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2008-2009 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental Annual Reports, the assessment activities of 20 departments within the College of Business and Public Administration, JDO School of Aerospace Science, and the School of Engineering and Mines were reviewed in 2008-09 and the results communicated to the department chairs through the Assistant Provost.*

*In addition, the University Assessment Plan recognizes the contributions of Student Services, Extra-curricular Activities, Co-curricular Activities and Residential Experiences in the achievement of Institutional, General Education/Essential Studies, and Program goals relative to student learning and development. There were no non-academic units scheduled to be reviewed in 2008-2009*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*The University Assessment Plan was previously revised in 2005-06 and approved by the University Senate, May 2006. The University Assessment Plan was reviewed in 2007-08 as charged by the Senate and in anticipation of the focused visit by the Higher Learning Commission in April 2008. Significant revisions were made to the plan relative to recently approved Essential Studies programming. Departmental names and position titles were revised throughout the document to align with recent organizational and administrative changes within the University. The scheduling of non-academic departmental reviews was clarified. Minor editorial changes were made to wording and punctuation. The revised University Assessment Plan was approved by the University Senate, May 2008.. The University Assessment Plan can be found online at:*

<http://www.und.edu/dept/datacol/assessment/CommitteePlan/Final%20Report%202008.pdf>

*The University Assessment Committee's Purpose and Charge was reviewed; no changes were recommended.*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*The University Assessment Committee utilizes a Feedback to Academic Departments form when completing reviews of departmental assessment activities. This form was updated early in the 2008-2009 review cycle by the Assistant Provost to more accurately reflect the new Essential Studies elements. This form was approved by the Assessment Committee and utilized for all academic and non-academic unit reviews during this review cycle.*

*As noted above, the UAC reviewed the assessment portion of 20 departmental annual reports. (Departments are reviewed by the Committee on a cyclical basis as per the University Assessment Plan approved May 2006 and May 2008.) Findings were documented and forwarded to departments through the Assistant Provost.*

*The Assistant Provost and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state*

*of assessment for the University as a whole. It is noted that significant progress has been made in the breadth and depth of assessment activities throughout campus, and that the documentation of plans and activities is increasingly deliberate and comprehensive. The results of these reviews contributed to the Self-Study report for the University's focused visit by the Higher Learning Commission of North Central Accreditation and to the positive review obtained by this Commission.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. The 3 assessment tools and findings that were reviewed by this committee in 2008-2009 include the Freshman Cooperative Institutional Research Program (CIRP), Graduating Students Survey and Student Satisfaction Inventory.*

*Many of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full reports of the survey findings are relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Assistant Provost via the University Newsletter and/or the On Teaching publication.*

*Assessment of Non-Academic Units*

*It is recognized that many non-academic units have a direct involvement in student learning and development. During the 2008-09 academic year there were no non-academic units scheduled to be reviewed.*

*The assessment activities of non-academic units are generally reviewed on a 3 year cycle. .*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided via the Assistant Provost. Changes in the process continue as appropriate.*

*Additionally, two informational sessions were offered by members of the UND Assessment Committee for Deans and Chairpersons of each academic unit and for key persons for each non-academic unit scheduled for review during the 2008-2009 cycle. The purpose of these sessions were to provide general information regarding the review process itself; including what reviewers are looking for in an assessment report, methods of assessing student learning, closing the loop activities, and also to allow attendees an opportunity to ask questions of Assessment Committee members regarding the assessment and review process. Feedback from attendees who attended these informational sessions was excellent.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*

*The Assistant Provost, the University Assessment Committee, and the General Education Requirements Committee/Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*In the past three years, Institutional Research has significantly increased the content of the website. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic Units which attend to student learning and development are available to the campus and public. The Committee website can be found at: <http://www.und.edu/dept/datacol/assessment/index.htm>*

**Summary:** During 2008-09, the University Assessment Committee completed its purpose, function and responsibilities including: a review of the Committee's purpose and charge; ongoing reviews of academic and non-academic assessment activities, including Assessment Plans and reports; ongoing reviews of Institutional Assessment Reports; and participation in the planning and implementation of value-added testing (the CLA) as a component of the Voluntary System of Accountability.

Submitted,

Darla Adams  
Chair, University Assessment Committee

September 2009

## SENATE UNIVERSITY ASSESSMENT COMMITTEE

- Purpose:** The Senate University Assessment Committee provides faculty guidance and oversight in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate and the University community.
- Membership:** Vice President for Academic Affairs and Provost or designee (two, one voting and one non-voting)  
Vice President for Finance and Operations or designee  
Vice President for Student and Outreach Services or designee  
Graduate School Representative  
Faculty (eight, one from each college)  
Students (two)
- Terms:** Vice President for Academic Affairs and Provost or designee - concurrent with office  
Vice President for Finance and Operations or designee - concurrent with office  
Vice President for Student and Outreach Services or designee - concurrent with office  
Graduate School Representative - one year  
Faculty - three years with approximately one-third elected each year  
Students - one year
- Selection:** Vice President for Academic Affairs and Provost or designee - ex-officio  
Vice President for Finance and Operations or designee - ex-officio  
Vice President for Student and Outreach Services or designee - ex-officio  
Graduate School Representative appointed by Graduate Committee in consultation with Graduate Dean  
Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.  
Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1.
- Functions and Responsibilities:** Perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding assessment of student achievement and development.
  2. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost for Assessment.
  3. Oversee the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.
  4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.
  5. Review the University Accreditation Report when issued and advise the Senate regarding the Report and its implications.
  6. Work with Institutional Research to keep the assessment website current.
- Report to Senate:** Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.
- Source of Information:** University Senate Minutes - May 6, 1999
- Revised:** University Assessment Committee and Approved by the University Senate, May 2006

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2007-2008**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the General Education Requirements Committee, the General Education Task Force, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2007-2008 academic year consisted of the following individuals:

Darla Adams (Nursing)  
Collin Anderson (Student)  
Mary Askim-Lovseth (BPA)  
Elizabeth Bjerke (Aviation)  
Gaye Burgess (A&S)  
Barbara Combs (EHD)  
Kirsten Dauphinais (Law)  
Sue Erickson, (Visitor/Consultant; Institutional Research)  
Cassie Gerhardt (Coordinator of Greek Life)  
Joan Hawthorne (VPAA Designee; Assistant Provost)  
Jon Jackson (MED)  
Nancy Krom (Recorder; Institutional Research)  
James Miles (Student)  
Renee Mabey (MED; Graduate School Representative), Chair  
Sharlette Seelan (VPF&O Designee; Residence Services)  
Nabil Suleiman (E&M)  
Carmen Williams (VPAA Designee; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*The University Assessment Plan was revised in 2007-2008 and approved by the University Senate, May 2008. The Plan was revised to align with recently approved Essential Studies programming and language. Departmental names and position titles were revised throughout the document to align with recent organizational and administrative changes within the University.*

The UAC's purpose, functions and responsibilities are attached. They may also be found online at <http://www.und.edu/dept/datacol/assessment/purpose.html>

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2007-2008 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental Annual Reports, the assessment activities of 22 departments within College of Education and Human Development, School of Engineering and Mines, and the School of Law were reviewed in 2007-08 and the results communicated to the department chairs through the Assistant Provost.*

*In addition, the University Assessment Plan recognizes the contributions of Student Services, Extra-curricular Activities, Co-curricular Activities and Residential Experiences in the achievement of Institutional, General Education/Essential Studies, and Program goals relative to student learning and development. The assessment activities of 8 non-academic units were reviewed in 2007-08 and the results communicated to the departments through the Assistant Provost.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*The University Assessment Plan was previously revised in 2005-06 and approved by the University Senate, May 2006. The University Assessment Plan was reviewed in 2007-08 as charged by the Senate and in anticipation of the focused visit by the Higher Learning Commission in April 2008. Significant revisions were made to the plan relative to recently approved Essential Studies programming. Departmental names and position titles were revised throughout the document to align with recent organizational and administrative changes within the University. The scheduling of non-academic departmental reviews was clarified. Minor editorial changes were made to wording and punctuation. The revised University Assessment Plan was approved by the University Senate, May 2008. It is expected revisions to the Plan will be necessary in the upcoming biennium also as the University revisits its Mission, Goals, and Objectives in anticipation of the HLC Accreditation Self-Study Report in 2013. The University Assessment Plan can be found online at:*

<http://www.und.edu/dept/datacol/assessment/CommitteePlan/Final%20Report%202008.pdf>

*The University Assessment Committee's Purpose and Charge was reviewed; no changes were recommended.*

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As noted above, the UAC reviewed the assessment portion of 22 departmental annual reports. (Departments are reviewed by the Committee on a cyclical basis as per the University Assessment Plan approved May 2006 and May 2008.) Findings were documented and forwarded to departments through the Assistant Provost.*

*The Assistant Provost and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that significant progress has been made in the breadth and depth of assessment activities throughout campus, and that the documentation of plans and activities is increasingly deliberate and comprehensive. The results of these reviews contributed to the Self-*



*Study report for the University's focused visit by the Higher Learning Commission of North Central Accreditation.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. The 6 assessment tools and findings that were reviewed by this committee in 2007-2008 include the Sophomore Satisfaction Survey; Placement Survey; General Education Requirements Committee/General Education Longitudinal Study (GERC/GELS); Faculty Survey of Student Engagement (FSSE); and National Survey of Student Engagement (NSSE).*

*Many of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full reports of the survey findings are relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Assistant Provost via the University Newsletter and/or the On Teaching publication.*

*Assessment of Non-Academic Units*

*It is recognized that many non-academic units have a direct involvement in student learning and development. During the 2007-08 academic year, the 8 units reviewed included the Memorial Union, American Indian Student Services, Career Services, Counseling Center, Multi-cultural Student Services, Student Health Services, Housing, and the University Children's Center. UAC reviews were forwarded to the respective departments via the Assistant Provost.*

*The assessment activities of non-academic units will be reviewed on a 3 year cycle; procedures and scheduling for these reviews were clarified this academic year.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided via the Assistant Provost. Changes in the process continue as appropriate.*

*Documents for tracking of UAC activities were revised in 2007-08 to assist with UND's Self-Study Report for the HLC visit.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008.*

*The University Assessment Committee provided representation to UND's Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.*

*The Assistant Provost, the University Assessment Committee, and the General Education Requirements Committee/Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.*

VI. Work with Institutional Research to keep the Assessment Committee's website current.

*In the past two years, Institutional Research has significantly increased the content of the website. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic Units which attend to student learning and development are available to the campus and public. The Committee website can be found at:  
<http://www.und.edu/dept/datacol/assessment/index.htm>*

**Summary:** During 2007-08, the University Assessment Committee completed its purpose, function and responsibilities with a revision of the University Assessment Plan; a review of the Committee's purpose and charge; ongoing reviews of academic and non-academic assessment activities, including Assessment Plans and reports; ongoing reviews of Institutional Assessment Reports; and participation in preparations for the HLC focused visit held April 2008.

Submitted,

Renee Mabey  
Chair, University Assessment Committee

September 2008

## SENATE UNIVERSITY ASSESSMENT COMMITTEE

- Purpose:** The Senate University Assessment Committee provides faculty guidance and oversight in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate and the University community.
- Membership:** Vice President for Academic Affairs and Provost or designee (two, one voting and one non-voting)  
Vice President for Finance and Operations or designee  
Vice President for Student and Outreach Services or designee  
Graduate School Representative  
Faculty (eight, one from each college)  
Students (two)
- Terms:** Vice President for Academic Affairs and Provost or designee - concurrent with office  
Vice President for Finance and Operations or designee - concurrent with office  
Vice President for Student and Outreach Services or designee - concurrent with office  
Graduate School Representative - one year  
Faculty - three years with approximately one-third elected each year  
Students - one year
- Selection:** Vice President for Academic Affairs and Provost or designee - ex-officio  
Vice President for Finance and Operations or designee - ex-officio  
Vice President for Student and Outreach Services or designee - ex-officio  
Graduate School Representative appointed by Graduate Committee in consultation with Graduate Dean  
Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.  
Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1.
- Functions and Responsibilities:** Perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding assessment of student achievement and development.
  2. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost for Assessment.
  3. Oversee the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.
  4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.
  5. Review the University Accreditation Report when issued and advise the Senate regarding the Report and its implications.
  6. Work with Institutional Research to keep the assessment website current.
- Report to Senate:** Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.
- Source of Information:** University Senate Minutes - May 6, 1999
- Revised:** University Assessment Committee and Approved by the University Senate, May 2006

**Senate University Assessment Committee  
Annual Report for  
Academic Year 2006-2007**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the General Education Requirements Committee, the General Education Task Force, the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Jean Chen, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2006-2007 academic year consisted of the following individuals:

Elizabeth Bjerke (Aviation)  
Barbara Combs (EHD)  
Jean Chen (OIR; Consultant-Surveys)  
Ginny Guido (NURS)  
Joan Hawthorne (Assistant Provost, VPAA Designee)  
Luke Huang (BPA)  
Jon Jackson (MED)  
Nancy Krom (OIR; Recorder)  
Michael Nowacki  
Lana Rakow (A&S)  
Renee Mabey (MED; Graduate School Representative), Chair  
Judy Sargent/Sharlette Seelan (Residence Services; VPF&O Designee)  
Cheryl Saunders (U Learning Ctr; VPSOS Designee)  
Nabil Suleiman (E&M)  
Barbara Voglewede (Law)  
Carmen Williams (OIR, VPAA Designee)

Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*The University Assessment Plan and the University Assessment Committee's Purpose and Charge was revised in 2005-06 and approved by the University Senate, May 2006. These documents were not changed*

in 2006-07. It is expected revisions of the plan will be necessary in 2007-08 secondary to recently approved changes in general education programming at UND.

The UAC's purpose and charge may be found online at <http://www.und.edu/dept/datacol/assessment/purpose.html>

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2006-2007 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. The assessment activities of 24 departments within Education and Human Development, the School of Law, and the School of Medicine were reviewed in 2006-07 and the results communicated to the department chairs through the Assistant Provost.*

*In addition, the University Assessment Plan recognizes the contributions of Student Services, Extra-curricular Activities, Co-curricular Activities and Residential Experiences in the students' achievement of Institutional, General Education, and Program goals. The assessment activities of 8 non-academic units were reviewed in 2006-07 and the results communicated to the departments through the Assistant Provost.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*The University Assessment Plan and the University Assessment Committee's Purpose and Charge was revised in 2005-06 and approved by the University Senate, May 2006. These documents were not changed in 2006-07, but both will be reviewed in 2007-08 as charged by the Senate and in anticipation of the focused visit by the Higher Learning Commission in April 2008. It is expected revisions will be necessary secondary to changes in General Education Programming.*

*The University Assessment Plan can be found online at:*  
<http://www.und.edu/dept/datacol/assessment/Assessment%20Plan.doc>

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*As noted above, the UAC reviewed the assessment portion of 24 departmental annual reports. (Departments are reviewed by the Committee on a cyclical basis as per the University Assessment Plan approved May 2006.) Findings were documented and forwarded to departments through the Assistant Provost.*

*The Assistant Provost and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that significant*

*progress has been made in the breadth and depth of assessment activities throughout campus, and that the documentation of plans and activities is increasingly deliberate and comprehensive.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. The 6 assessment tools and findings that were reviewed by this committee in 2006-2007 include the American Council on Education - Cooperative Institutional Research Program (ACE-CIRP) New Freshman Survey, ACT Alumni Survey, General Education Longitudinal Study (GELS), Placement Survey, The Noell-Levitz Student Satisfaction Inventory (SSI) along with the Noell-Levitz Priorities Survey for Online Learners (PSO), and the University Student Assessment of Teaching (USAT) forms.*

*Many of the tools delivered and analyzed by the OIR are mandated by the NDUS. Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infra-structures and environments that promote and enhance student learning. Thus, while survey findings are of special importance to administration, academic departments may also find results noteworthy in understanding the students' experiences.*

*Full UAC reviews were forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR. A summary of all tools and reviews was forwarded to department chairs for potential use in their own assessment and activities and planning.*

*Assessment of Non-Academic Units*

*It is recognized that many non-academic units have a direct involvement in student learning and development. During the 2006-07 academic year, for the first time, the UAC formally reviewed the assessment activities of 8 units, including Student Academic Services, Disability Support Services, McNair Programming, the University Learning Center, the Wellness Center, the Women's Center, Student Support Services, and the Dean of Students' Office. UAC reviews were forwarded to the respective departments via the Assistant Provost.*

*The assessment activities of additional units will be reviewed in upcoming years. Non-academic units will be reviewed on a 3 year cycle; procedures for these reviews continue to be developed and/or revised.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments continues to be provided via the Assistant Provost. Changes in the process continue as appropriate.*

*Modifications are made in UAC activities as feedback and requests are received from committee members, departments, and the Steering Committee for the HLC Focused Visit. Procedures and templates for reviews and documents for tracking of UAC activities were revised in 2006-07.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. The NCAHLC focused visit (planned for the 2007-2008 academic year and scheduled for the spring of 2008) will evaluate the University's progress in assessment, particularly the direct assessment of student learning as it relates to General Education.*

*The Assistant Provost, the University Assessment Committee, the General Education Requirements Committee, and the General Education Task Force continue to work together to address assessment issues identified by the Higher Learning Commission.*

- VI. Work with Institutional Research to keep the Assessment website current.

*The Committee website can be found at:  
<http://www.und.nodak.edu/dept/datacol/assessment/index.htm>*

**In closing, while considerable tasks have been accomplished relative to procedures of the committee, reviews of campus-wide assessment activities, and communication of findings, the UAC is anticipating an active 2007-2008 academic year. The UAC has contributed, and will continue to contribute, to preparations for the HLC Focused Visit scheduled for April 2008. The Committee will assist as requested in developing assessment plans and activities for the Essential Studies curricula. And as the University aspires to a campus-wide 'culture of assessment,' student awareness is an important piece yet to be addressed.**

Respectfully Submitted,

Renee Mabey, PT, PhD  
Associate Professor  
Chair, University Assessment Committee

September 2007

**Senate University Assessment Committee  
Annual Report  
Academic Year 2005-2006**

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the Faculty Senate, and the University community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Assistant Provost. The Committee is grateful for her support and expertise. The University Assessment Committee is also appreciative of Ken Ruit, Assistant Provost (2003-2005) and John Bridewell, departing UAC chair, for easing the transition of the Committee to the present academic year.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the General Education Requirements Committee, the General Education Task Force, the Program Assessment Resource Team (PART), the Office of Institutional Research (OIR), and the University community. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Jean Chen, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2005-2006 academic year consisted of the following individuals:

Renee Mabey (MED; Grad School Rep), Chair  
Elizabeth Bjerke (Aviation)  
Alexandra Burbach (Student)  
Jean Chen, (OIR; Consultant-Surveys)  
Ginny Guido (NURS)  
Joan Hawthorne (Assistant Provost, VPAA Designee)  
Nancy Krom (OIR; Recorder)  
Michael Nowacki (Student)  
Lana Rakow (A&S)  
Garl Rieke (MED)  
Judy Sargent (Resident Services; VPF&O Designee)  
Cheryl Saunders (U Learning Ctr; VPSOS Designee)  
Tom Steen (EHD)  
Nabil Suleiman (E&M)  
Paul Sum (BPA)  
Barbara Voglewede (Law)  
Carmen Williams (OIR, VPAA Designee)



## Functions and Responsibilities of the University Assessment Committee

The Committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

*Subsequent to restructuring of the Assistant Provost's position and the 2006 revision of the University Assessment Plan, the University Assessment Committee's Purpose and Charge was re-written by the Committee. The revised document was approved by the University Senate, May 2006.*

*The UAC's purpose and charge may be found online at*  
<http://www.und.edu/dept/datacol/assessment/purpose.html>

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2005-2006 academic year are addressed as follows:

I. Address all issues regarding assessment of student achievement and development.

*The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. In addition, the newly revised Plan recognizes the contributions of Student Services, Extra-curricular Activities, Cocurricular Activities and Residential Experiences in the students' achievement of Institutional, General Education, and Program goals.*

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Assistant Provost.

*In response to the Senate charge and in preparation for the Higher Learning Commission (HLC) visit in 2008, the Assessment Plan was revised. The Plan:*

- A. Recognizes student learning and development goals at the Institutional, General Education, and Program levels of student engagement.*
- B. Addresses educational experiences which enable students to reach these goals and the methods, timelines, and parties responsible for assessing goal achievement.*
- C. Requires that assessment results be disseminated and used during data-driven decision-making.*

*The plan also includes a cyclical schedule for University Assessment Committee activities. Templates, procedural documents, and tracking forms which facilitate UAC activities have been refined and/or developed.*

*As part of the revision process, the plan was presented to University Faculty at two open forums. The University Senate approved the revised Assessment Plan, May 2006.*

*The University Assessment Plan can be found online at:*  
<http://www.und.edu/dept/datacol/assessment/Assessment%20Plan.doc>

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

*Assessment of Student Learning and Development: Program Level*

*The UAC reviewed the assessment portion of 33 departmental annual reports. (Departments are reviewed by the Committee on a cyclical basis as per the revised University Assessment Plan [2006].) Findings were documented and will be forwarded to departments through the Assistant Provost. The UAC hopes to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole.*

*Annual Reports are submitted during the Fall Semester and reviewed by the UAC during Spring Semester.*

*Assessment of Student Learning and Development: Institutional Level*

*The University has many assessment tools at its disposal. Several tools (see below) were reviewed by the committee and recommendations were forwarded to the respective administrative or academic departments via the Assistant Provost and/or the OIR.*

*Reports for the university level assessment tools are prepared by the OIR during spring semester and reviewed for assessment purposes during the fall semester of each academic year.*

*The 10 assessment tools that were reviewed by this committee in 2005-2006 include the American Council on Education - Cooperative Institutional Research Program (ACE-CIRP) New Freshman Survey, the American Council on Education - Cooperative Institutional Research Program (ACE-CIRP) Senior Follow-up Survey, the Sophomore Satisfaction Survey, the Graduating Student Survey, the Placement Survey, the Noel-Levitz Alumni Outcomes Survey, the Student Satisfaction Survey, the National Survey of Student Engagement (NSSE), the National Faculty Survey of Student Engagement, the ACT Withdrawing/Non-returning Student Survey.*

*Assessment of Non-Academic Units*

*The role of the UAC in reviewing non-academic unit assessment plans and activities has been discussed. During the 2005-2006 academic year, formal reviews were deferred by what were believed to be more urgent concerns.*

*It is recognized, however, that many non-academic units have a direct relationship to student learning and development. As such, these units have been included in the University Assessment Plan. Future UAC discussions will focus the Committee's role in reviewing these plans and activities. As deemed appropriate, procedures will be developed to facilitate, document, and disseminate UAC reviews.*

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

*A process for providing feedback from the Committee to administrators and departments has been developed and is being implemented. Feedback is provided via the Assistant Provost. The process will be modified as indicated by needs of the Committee, administrators and departments.*

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

*The 'Report of a Comprehensive Evaluation Visit,' as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, helps drive and motivate much of the activities of the University Assessment Committee. The NCAHLC focused visit (planned for the 2007-2008 academic year and scheduled for the spring of 2008) will evaluate the University's progress in assessment, particularly the direct assessment of student learning as it relates to General Education.*

*The Assistant Provost, the University Assessment Committee, the General Education Requirements Committee, the General Education Task Force, and the Program Assessment Resource Team continue to work together to address assessment issues identified by the Higher Learning Commission.*

- VI. Work with Institutional Research to keep the Assessment website current.

*The Committee website can be found at:  
<http://www.und.nodak.edu/dept/datacol/assessment/index.htm>*

Respectfully Submitted,

Renee Mabey, PT, PhD  
Associate Professor  
Chair, University Assessment Committee

Senate University Assessment Committee  
Annual Report  
AY 2004-2005

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the University community.

To facilitate this process, Ken Ruit had accepted a 20% position in 2003 as the University Assessment Coordinator. With his support the University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate. The University Assessment Committee would like to take this opportunity to reinforce to the University Senate the premise that it is essential that the leadership and support of an Assessment Coordinator, or another person in an equivalent position, be maintained in the future. In addition, this committee would like to make known to the Senate its conclusion that such an administrative position is deserving of being a full-time equivalent appointment. The committee wishes to express its gratitude to Ken Ruit for his guidance and support over the past several years.

Cooperation with other groups is also vital to the effective functioning of this committee. Much of the work of assessment is conducted away from the specific efforts of this committee. The University Assessment Committee wishes to thank the General Education Requirements Committee, the General Education Task Force, the Program Assessment Resource Team (PART), and the Office of Institutional Research (OIR). Their efforts help fulfill essential roles in the assessment process and program at the University of North Dakota. Special thanks is offered to Carmen Williams, Jean Chen, and Nancy Krom who have so willingly shared their research expertise with the University Assessment Committee.

The Senate University Assessment Committee, for the 2003-2004 academic year, consisted of the following individuals:

- John Bridewell (JDOSAS), Chair
- George Bibel, (SEM)
- Jean Chen, (OIR)
- Ginny Guido (NURS)
- Nancy Krom (OIR)
- Renee Mabey (Grad School)
- Matthew Myrick (Student)
- Lana Rakow (COMM)
- Garl Rieke (MED)
- Ken Ruit (VPAA)
- Judy Sargent (VPF&O)
- Cheryl Saunders (VPSOS)

Tom Steen (EHD)  
Paul Sum (BPA)  
Carmen Williams (OIR, VPAA)

## Functions and Responsibilities

The committee is charged by the University Senate to perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

There were no issues arising concerning committee policies, and, therefore, no report was submitted to the Senate Executive Committee or Senate Legislative Affairs Committees.

## Additional Responsibilities

- I. Address all issues regarding assessment of student achievement and development.

The University Assessment Committee has interpreted this charge to the committee to include the assessment of student learning as well as the assessment of extra-curricular or non-academic activities as they relate to student learning. Several discussions were conducted regarding the specific activities of this committee as differentiated from other groups or committees which have a relationship to this committee. Clarifying the charge helped the committee to better refine its role in meeting the charge of the University Senate and to focus on specific tasks related to the committee as indicated below.

- II. Review and evaluate the University Assessment Plan.

The University Assessment Plan was not reviewed during the 2004-2005 academic year, but is scheduled for review during the 2005-2006 academic year. The document has provided an effective structure for assessment at the University of North Dakota. However, it is assumed that the document will evolve as the process of assessment evolves within the University.

The University Assessment Plan can be found on-line at:  
<http://www.und.edu/dept/datacol/assessment/Assessment%20Plan.doc>

- III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

Assessment of Student Learning

This effort involves the evaluation of assessment reports submitted by each department by means of the annual reporting system of the University. The committee considers and discusses each report. When taken collectively, the University Assessment Committee is able to determine the state of assessment for the university as a whole. Annual reports are submitted during the fall semester, and the assessment portions are reviewed during the spring semester by the committee.

#### Assessment of the University (Student Achievement and Development)

The University has many assessment tools at its disposal. These were reviewed by the committee and any recommendations were forwarded to the respective administrative or academic departments. The data from these reports are gathered and analyzed during the spring semester, and reviewed for assessment purposes during the fall semester of each academic year.

The assessment tools that are available for review by this committee include the American Council on Education - Cooperative Institutional Research Program (ACE-CIRP) New Freshman Survey, the American Council on Education - Cooperative Institutional Research Program (ACE-CIRP) Senior Follow-up Survey, the Sophomore Satisfaction Survey, the Graduating Student Survey, the Placement Survey, the Noel-Levitz Alumni Outcomes Survey, the Noel-Levitz College Student Inventory, the National Survey of Student Engagement (NSSE), the ACT Withdrawing/Non-returning Student Survey, and the University of North Dakota General Education Longitudinal Study.

#### Assessment of Non-Academic Units

This has been an area of discussion for the committee, and an effort remains by the committee to adequately determine how to assess the student learning aspects of non-academic units at the university. At the writing of this report, the assessment of non-academic units has been superseded by what have been determined to be more pressing concerns. It is recognized, however, that there are non-academic units which appear to have a direct relationship to student learning, and should, therefore, receive more attention from this committee in the future.

- IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

A more formal process for providing feedback directly from the University Assessment Committee to departments and administrators has been discussed. At present, feedback is provided to the administrative and academic units through the University Assessment Coordinator.

- V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

Implications surrounding the *Report of a Comprehensive Evaluation Visit*, as written by the North Central Association Higher Learning Commission (NCAHLC) in October 2003, drive and motivate much of the activities of the University Assessment Committee. There will be a “focused visit” in the Fall of 2007 by the Higher Learning Commission to evaluate the University’s progress in assessment, particularly the direct assessment of student learning as it relates to General Education. This has led to closer relationships with the General Education Requirements Committee, the General Education Task Force, and the Program Assessment Resource Team. It is believed that these groups, working in cooperation with one another, will be able to satisfactorily address all assessment issues of the Higher Learning Commission upon its return to the University of North Dakota.

- VI. Maintain and keep current committee website.

The Committee website can be found at:

<http://www.und.nodak.edu/dept/datacol/assessment/index.htm>

Respectfully Submitted,

John B. Bridewell  
Associate Professor of Aviation  
Chair, University Assessment Committee