

Agenda UAC Meeting April 24, 2012
President's Room: 3-4 PM

- Approval of Minutes of April 17, 2012 meeting (attached)
- Reviews:
 - G: Electrical Engineering
 - UG: Electrical Engineering
 - UG: Information Systems & Business Education
 - UG: Technology
 - UG: Finance
 - UG: Political Science and Public Admin
 - G: Public Administration
 - G: Industrial Technology
- Reports Outstanding:
 - **Eric & Cassie**
 - B.S. in Chemical Engineering
 - M.S. Chemical Engineering
 - M. Eng.: Master of Engineering: Chemical Engineering
 - M.S. Sustainable Energy Engineering
 - Combined:
 - ◆ B.S. in Chemical Engineering and M.S in Chemical Engineering
 - ◆ B.S. in Chemical Engineering and M. Eng.: Master of Engineering: Chemical Engineering
 - Ph.D. in Chemical Engineering
 - **Ruth & Kathy**
 - B.S. in Electrical Engineering with Biomedical Engineering Focus
 - B.S. in Electrical Engineering with Computer Science Focus
 - B.S. in Electrical Engineering with Aerospace Focus
 - Combined:
 - B.S. in Electrical Engineering and M.S in Electrical Engineering
 - B.S. in Mechanical Electrical and M. Eng.: Master of Engineering: Electrical Engineering
 - **Roxanne & Paul**
 - Certificates:
 - ◆ Health Administration

- ◆ Public Administration
- ◆ Policy Analysis

- Luncheon Date: May 8, Swanson Rooms 10-12, Noon
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 – 4:00 p.m., Tuesday, April 17, 2012

In attendance: Mary Askim-Lovseth, Barbara Combs, Katherine Norman Dearden, Paul Drechsel, Odella Fuqua, Cassie Gerhardt, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Jerath Sukhvarsh

Not in attendance: Logan Gloss, Roxanne Hurley, Ruth Paur, Tanner Pruess, Tom Steen, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Tuesday, April 17, 2012, at 3:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the March 20, 2012 meeting were approved.
3. Paul reported on the Geological Engineering (Graduate Program) review and it was approved with minor revisions. Paul reported on the Geological Engineering (Undergraduate Program) review and it was approved with revisions.
4. Paul reported on the Geology (Undergraduate Program and Graduate Program) reviews and they were approved with revisions.
5. Jerath reported on the Economics (Graduate Program) review and it was approved with revisions.
6. Paul reported on the Certificate in Entrepreneurship review and it was approved with revisions.
7. Paul reported on the Entrepreneurship (Undergraduate Program) review and it was approved as written.
8. The Environmental Science (Undergraduate Program) review will be done at a later date.
9. There was a question as to when department assessment plans should be updated. Joan mentioned that the new annual report template will prompt departments to update or post the updated report.
10. Joan mentioned the Assessment Luncheon which will be held at noon on May 8th. Please let Joan know if you will be attending.
11. The next meeting is scheduled for Tuesday, April 24 from 3:00-4:00 in the Presidents Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting April 17, 2012
Memorial Room: 3-4 PM

- Approval of Minutes of March 20, 2012 meeting (attached)
- Reviews:
 - UG: Environmental GeoScience
 - UG: Geological Engineering
 - UG: Geology
 - UG: BA with major in Geology
 - G: Geological Engineering
 - G: in Geology
- Reports Outstanding:
 - **Eric & Cassie**
 - B.S. in Chemical Engineering
 - M.S. Chemical Engineering
 - M. Eng.: Master of Engineering: Chemical Engineering
 - M.S. Sustainable Energy Engineering
 - Combined:
 - ◆ B.S. in Chemical Engineering and M.S in Chemical Engineering
 - ◆ B.S. in Chemical Engineering and M. Eng.: Master of Engineering: Chemical Engineering
 - Ph.D. in Chemical Engineering
 - BBA with a major in Investment
 - BBA with a major in Managerial Finance and Accounting (joint)\ B.S. in Graphic Design Technology
 - BSED: Industrial Technology (I think program is closed??)
 - BSIT in Industrial Technology
 - BSOSEH: Occupational Safety and Environmental Health
 - M.S. Industrial Technology
 - **Ruth & Kathy**
 - B.S. in Electrical Engineering
 - B.S. in Electrical Engineering with Biomedical Engineering Focus
 - B.S. in Electrical Engineering with Computer Science Focus
 - B.S. in Electrical Engineering with Aerospace Focus
 - M.S. in Electrical Engineering
 - M. Eng.: Electrical Engineering

- Combined:
 - B.S. in Electrical Engineering and M.S in Electrical Engineering
 - B.S. in Mechanical Electrical and M. Eng.: Master of Engineering: Electrical Engineering
 - BBA with a major in Information Systems
 - **Joan & Jerath**
 - BBA with a major in Banking and Financial Economics
 - BBA with a major in Business Economics
 - BA in Economics
 - M.S.A.E. : Applied Economics
 - **Roxanne & Paul**
 - BBA with a major in Entrepreneurship
 - Certificate in Entrepreneurship
 - B.A. in Political Science
 - B.S. in Public Administration
 - M PA: Public Administration
 - Certificates:
 - ◆ Health Administration
 - ◆ Public Administration
 - ◆ Policy Analysis
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- Luncheon Date: May 8, Swanson Rooms 10-12, Noon
 - Other matters arising?
 - Next meeting April 24, 3-4 PM, President's Room

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m., Tuesday, March 20, 2012

In attendance: Barbara Combs, Katherine Norman Dearden, Paul Drechsel, Odella Fuqua, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Jerath Sukhvarsh, Carmen Williams

Not in attendance: Mary Askim-Lovseth, Cassie Gerhardt, Logan Gloss, Roxanne Hurley, Ruth Paur, Tanner Pruess, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Tuesday, March 20, 2012, at 3:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the March 6, 2012 meeting were approved.
3. Joan reported on the Economics (Undergraduate Program) review and it was approved as written.
4. Barbara reported on the Aviation and Airport Management (Undergraduate Program) review and it was approved with revisions.
5. Barbara reported on the Management (Undergraduate Program) review and it was approved with revisions.
6. Barbara distributed the sign-up chart for the remaining reviews.
7. All outstanding reports need approval by May 1. We may not need to meet until May 1 depending on the number of completed reviews.
8. Joan mentioned the Assessment Luncheon which will be held either May 8th or 10th. At the luncheon, departments (ideally one from each college) will be featured which have done exemplary work, and to ask that someone involved with the work say a little about what they did.
9. The next meeting is scheduled for Tuesday, April 3 from 3:00-4:00 in the Medora Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting March 20, 2012
Memorial Room: 3-4 PM

- Approval of Minutes of March 6, 2012 meeting (attached)
- Reviews:
 - Economics UG
 - Aviation and Airport Management UG
 - Management UG
- Remaining reviews (sign-up on chart for projected date)
- Luncheon Date?
- Other matters arising?
- Next meeting April 3, 3-4 PM, Memorial Room

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m., Tuesday, March 6, 2012

In attendance: Mary Askim-Lovseth, Barbara Combs, Katherine Norman Dearden, Odella Fuqua, , Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Jerath Sukhvarsh

Not in attendance: Paul Drechsel, Cassie Gerhardt, Logan Gloss, Roxanne Hurley, Eric Johnson, Tanner Pruess, Tom Steen, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Tuesday, March 6, 2012, at 1:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the February 21, 2012 meeting were approved with a correction.
3. Joan reported on the Marketing (Undergraduate Program) review and it was approved as written. It was suggested to add this review to the panel at the May assessment departmental meeting.
4. Joan reported on the Space Studies (Undergraduate Program) review and it was approved with revisions.
5. Jerath reported on the Space Studies (Graduate Program) review and it was approved with revisions.
6. Odella reported on the Computer Science (Undergraduate Program) review and it was approved with revisions.
7. Odella reported on the Computer Science (Graduate Program) review and it was approved with revisions.
8. Joan reported on the Earth System Science (Graduate Program) review and it was approved with revisions.
9. Joan will call the Department of Earth System Science and Policy regarding the MEM: Masters of Environmental Management.
10. The combined degree program of Mechanical Engineering and Civil Engineering, the four and one plan, is not addressed in their assessment plan. Aviation also has not addressed the Unmanned Aircraft Systems Operations in their assessment plans. Aviation Management, Aviation Technology and Aviation Airport Management have no assessment plans. Joan will talk to the departments about this matter.
11. Carmen, Joan and Alice Brekke met with Paul LeBel to discuss the possible revision of the Annual Report template. Carmen will go ahead and offer revisions and the template should be in place for next fall.
12. The committee has lots of work to do in March and April. Please let Joan and Barb know if you are having problems with the reports not getting done.

13. It was suggested to discuss the “Closing of the Loop” on the review form at the assessment luncheon.

14. The next meeting is scheduled for Tuesday, March 20 from 3:00-4:00 in the Memorial Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting March 6, 2012

- Approval of Minutes of February 21, 2012 meeting (attached)
- Reviews:
 - Marketing UG
 - Space Studies UG
 - Space Studies G
 - Computer Science UG
 - Computer Science G
- Other matters arising?
- Next meeting March 20, 3-4 PM, Memorial Room

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m., Tuesday, February 21, 2012

In attendance: Mary Askim-Lovseth, Barbara Combs, Katherine Norman Dearden, Odella Fuqua, , Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Jerath Sukhvarsh

Not in attendance: Paul Drechsel, Cassie Gerhardt, Logan Gloss, Roxanne Hurley, Eric Johnson, Tanner Pruess, Tom Steen, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Tuesday, February 21, 2012, at 1:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the January 24, 2012 meeting were approved.
3. Current Chair, Barbara Combs asked that the committee vote for a new chairperson for fall at this time. Due to the complexity of the committee's work, having someone in place prior to fall is preferable. Krista Lynn Minnotte was nominated and accepted the nomination as chair of the University Assessment Committee. A vote was taken and Dr. Minnotte was elected as incoming chair for the 2012-2013 academic year.
4. Mary reported on the Civil Engineering (Graduate Program) review and it was approved.
5. Krista reported on the Civil Engineering (Undergraduate Program) review and it was approved with revisions.
6. Odella reported on the Accountancy (Undergraduate Program) review and it was approved with revisions.
7. Odella and Barb reported on the Accountancy (Graduate Program) review and it was approved with revisions.
8. Mary reported on the revised Mechanical Engineering (Graduate Program) review and it was approved.
9. Joan reported on the Atmospheric Sciences (Undergraduate Program) review and it was approved with a revision. It was suggested to add this review to the panel at the May assessment departmental meeting.
10. Jerath reported on Atmospheric Sciences (Graduate Program) review and it was approved as written.
11. There was discussion regarding the possible revision of the Annual Report template. A request has been sent to Provost LaBel, but no response has yet been received.
12. The next meeting is scheduled for Tuesday, March 6 from 1:00-2:00 in the Memorial Room.

Agenda UAC Meeting February 21, 2012

- Approval of Minutes of January 24, 2012 meeting (attached)
- Reviews:
 - Civil Engineering G
 - Accountancy UG
 - Accountancy G
 - Mechanical Engineering G – Revised
 - Atmospheric Sciences UG
 - Atmospheric Sciences G
- Chair Election for 2012-2013 AY
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 – 4:00 p.m., Tuesday, January 24, 2012

In attendance: Mary Askim-Lovseth, Katherine Norman Dearden, Paul Drechsel, Odella Fuqua, Cassie Gerhardt, Logan Gloss, Joan Hawthorne, Roxanne Hurley, Nancy Krom, Krista Lynn Minnotte, Jerath Sukhvarsh, Carmen Williams

Not in attendance: Barbara Combs, Eric Johnson, Ruth Paur, Tanner Pruess, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Tuesday, January 24, 2012, at 3:00 pm; Joan Hawthorne chaired the meeting.
2. Minutes from the December 15, 2011 meeting were approved.
3. Krista reported on the Aviation (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
4. Mary reported on the Mechanical Eng. (Undergraduate and Graduate) reviews. The Mechanical Eng. (Undergraduate) review was approved with revisions. The Mechanical Eng. (Graduate) was approved.
5. The Assessment Plan Draft was discussed and approved with revisions. The revised Assessment Plan will be posted.
6. The Spring meeting dates were discussed.
7. Committee members should contact Joan if they have questions when looking for annual reports.
8. Members should think about electing a new chair at the next meeting.
9. The next meeting is scheduled for Tuesday, February 7 from 1:00-2:00 in the Memorial Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting January 24, 2012
Memorial Room
3-4 PM

- Approval of Minutes of December 15, 2011 meeting (attached)
- Spring meeting dates (attached)
- Reviews:
 - Aviation UG
 - Aviation G
 - Mechanical Eng. UG
 - Mechanical Eng. G
- Assessment Plan Draft (Discussion & approval)
- Chair Election for 2012-2013 AY
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Thursday, December 15, 2011

In attendance: Barbara Combs, Katherine Norman Dearden, Paul Drechsel, Odella Fuqua, Joan Hawthorne, Roxanne Hurley, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Jerath Sukhvarsh

Not in attendance: Mary Askim-Lovseth, Cassie Gerhardt, Logan Gloss, Eric Johnson, Tanner Pruess, Tom Steen, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Thursday, December 15, 2011, at 2:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the December 1, 2011 meeting were approved.
3. Barbara reported on Multicultural Student Services and it was approved.
4. Ruth reported on the UG Students and Information Technology (ECAR) Survey and it was approved with revisions.
5. Roxanne reported on Essential Studies and it was approved with revisions.
6. Odella reported on the 2011 Graduating Student Survey and it was approved with revisions.
7. Joan reported on the Housing review and it was approved with revisions.
8. Joan reported on Student Support Services review and it was approved with revisions.
9. The Assessment Plan Draft will be reviewed at the next meeting.
10. A new chair will be elected in January.
11. Spring meetings will be on Tuesdays at 1:00-2:00 until spring break, then after spring break, the meetings will be on Tuesdays at 3:00-4:00.
12. The next meeting is scheduled for Tuesday, January 24 from 3:00-4:00 in the Memorial Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting December 15, 2011
Memorial Room
2-3 PM

- Approval of Minutes of December 1, 2011 meeting (attached)
- Reviews:
 - Multicultural Student Services (Barbara & Odella—attached)
 - UG Students and Information Technology (ECAR) (Ruth & Kathy)
 - Essential Studies (Paul & Roxanne)
- Fall Reports still outstanding:
 - 2011 Graduating Survey (Cassie & Eric)
 - Housing (Joan & Jerath)
 - Student Support Services (Cassie & Eric)
- Assessment Plan Draft (Attached—Please review for discussion at the meeting)
- Spring meeting day and time discussion
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Thursday, December 1, 2011

In attendance: Barbara Combs, Katherine Norman Dearden, Paul Drechsel, Odella Fuqua, Joan Hawthorne, Roxanne Hurley, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Jerath Sukhvarsh, Carmen Williams

Not in attendance: Mary Askim-Lovseth, Cassie Gerhardt, Logan Gloss, Eric Johnson, Tanner Pruess, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Thursday, December 1, 2011, at 2:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the November 10, 2011 meeting were approved.
3. The Physics Undergraduate Program review was approved with revisions.
4. Joan reported on the BCSSE Survey and it was approved with revisions.
5. Odella reported on the Employer Satisfaction Survey and it was approved with revisions.
6. Joan asked members to eliminate the edit marks on the reviews when sending them to her.
7. The Spring meetings will be on Tuesdays at 3:00-4:00.
8. Carmen mentioned that the NSSE Survey report is complete and a report which combines students' responses from the 2010 BCSSE with their 2011 NSSE responses will be ready in about one month. Barb noted that the two documents will be added to the spring review schedule if time permits.
9. The UAC Academic Reviews for 2011-2012 which include the John D Odegard School of Aerospace Sciences, School of Engineering and Mines and College of Business and Public Administration need to be finished prior to the May assessment luncheon.
10. The fall reports still outstanding will be reviewed at the December 15 meeting.
11. The University of North Dakota Assessment Plan may be revised by the December 15th meeting.
12. Joan distributed the Assessment Report Instructions and Questions. The handout was approved with revisions and will be forwarded to the Provost. The committee suggested that it would be helpful to have this information also displayed on the assessment website.
13. The next meeting is scheduled for Thursday, December 15 from 2:00-3:00 in the Memorial Room.

Agenda UAC Meeting December 1, 2011

- Approval of Minutes of November, 2011 meeting (attached)
- Reviews:
 - Physics program (attached)
 - BCSSE (attached) (Joan and Jerath)
 - Employer Satisfaction Survey (attached) (Odella and Barbara)
- Spring meeting day and time discussion
- Spring assignments
- Fall Reports still outstanding:
 - 2011 Graduating Survey (Cassie & Eric present on ??)
 - 2011 UG Students and Information Technology (ECAR) (Ruth & Kathy present on ??)
 - Housing (Joan & Jerath present on ??)
 - Multicultural Student Services (Barbara & Odella will present on 12/15 if report is ready)
 - Student Support Services (Cassie & Eric will present on ??)
 - Essential Studies (Paul & Roxanne will present on ??)
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Thursday, November 10, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Katherine Norman Dearden, Paul Drechsel, Sue Erickson, Odella Fuqua, Joan Hawthorne, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Jerath Sukhvarsh

Not in attendance: Kristin Emmons, Cassie Gerhardt, Ruth Paur, Tom Steen, John Tompkins, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Thursday, November 10, 2011, at 2:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the October 27, 2011 meeting were approved.
3. Discussion of Physics program. Barbara will revise and send to the committee members for comments. Physics review will be on the next agenda for approval.
4. Krista reported on the Alumni Outcomes Survey and it was approved with revisions.
5. Mary reported on the University Counseling Center and it was approved with revisions.
6. The most popular time for meetings for spring semester is on Tuesdays at 3:00-4:00.
7. The next meeting is scheduled for Thursday, December 1 at 2:00-3:00 in the Memorial Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting November 10, 2011

- Approval of Minutes of October 27, 2011 meeting (attached)
- Discussion of Physics program and preparation of report
- Review of Alumni Outcomes Survey-Krista and Mary Reporting (attached-please read)
- Spring meeting day and time discussion
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from meeting at 2:00-3:00, Thursday, October 27, 2011

In attendance: Joan Hawthorne, Jerath Sukhvarsh, Paul Dreschel, Krista Lynn Minnotte, Barbara Combs, Roxanne Hurley, Mary Askim-Lovseth

Not in attendance: Cassie Gerhardt, Eric Johnson, Carmen Williams, Ruth Paur, Nancy Krom, Tom Steen, Odella Fuqua, Katherine Norman Dearden, Sue Erickson, Kristin Emmons, John Tompkins

1. A meeting of the University Senate Assessment Committee was convened on Thursday, October 27, 2011 at 2:00 PM. Barbara Combs chaired the meeting.
2. Minutes from the October 13, 2011 meeting were approved.
3. Barbara shared the chart of revised assignments for review this fall.
4. Barbara will take over Cassie's spot on the annual report review committee
5. The AISS program report was approved.
6. The Placement Survey was reviewed last year and there remained confusion as to why it was up for review again this year. After discussion, the following motion was approved: Because the Placement Survey does not provide a strong link to assessment for student learning it is recommended that the survey be reviewed by the committee every three years. It will be reviewed again in the Fall of 2014.
7. The next meeting is scheduled for Thursday, November 10, 2011 at 2:00-3:00 in the Presidents Room. The undergraduate Physics program will be reviewed using the following materials: 2009 annual report, their assessment plan and the 2006-2007 Assessment Committee review.
8. Meeting adjourned at 2:20

Agenda UAC Meeting October 27, 2011

- Approval of Minutes of October 13, 2011 meeting (attached)
- Review of changes in assignments
- Discussion and approval of AISS review
- Group Review of Employment Placement Survey report (Currently this report is slated to be reviewed annually)
- Brief discussion re timeline of the Employment Placement Survey review
- Other matters arising?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Thursday, October 13, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Paul Drechsel, Odella Fuqua, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Jerath Sukhvarsh, Carmen Williams

Not in attendance: Kristin Emmons, Cassie Gerhardt, Roxanne Hurley, Tom Steen, John Tompkins, Graduate School Representative

1. A meeting of the University Senate Assessment Committee was convened on Thursday, October 13, 2011, at 2:00 pm; Barbara Combs chaired the meeting.
2. Minutes from the September 29, 2011 meeting were approved.
3. Ruth, Mary and Carmen were assigned for the review of the University Assessment Plan with Joan.
4. Carmen and Cassie were assigned for the review of the annual reports with Joan.
5. There was discussion regarding the Employment Placement Survey review. Mary reported that she and Wayne did this review last year.
6. Physics will be “group” reviewed next time. This is a re-review and the committee will use last year’s information.
7. The group reviewed the American Indian Services report. Barb will send the review to members after revisions.
8. Barb encouraged members to go ahead and work on the reviews that they are assigned to.
9. The next meeting is scheduled for Thursday, October 27 at 2:00-3:00 in the Presidents Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting October 13, 2011

- Approval of Minutes of September 29, 2011 meeting (attached)
- Assignment of 2 participants for the review of the University Assessment Plan with Joan.
- Group Review of Employment Placement Survey report
- Group Review of American Indian Services report
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Thursday, September 29, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Odella Fuqua, Joan Hawthorne, Eric Johnson, Krista Lynn Minnotte, Jerath Sukhvarsh, John Tompkins, Carmen Williams

Not in attendance: Paul Drechsel, Kristin Emmons, Cassie Gerhardt, Roxanne Hurley, Ruth Paur, Tom Steen, Wayne Swisher

1. A meeting of the University Senate Assessment Committee was convened on Thursday, September 29, 2011, at 2:00 pm; Barbara Combs, as outgoing chair, welcomed the members.
2. Barbara was unanimously voted chair again for the 2011-2012 academic year – and chaired the meeting. Thanks went to Barb!

The committee discussed having another election in spring to vote on a chair-elect for the 2012-2013 academic year so incoming chair has more preparation time.

3. Minutes from the May 5, 2011 meeting were approved as circulated.
4. The handout for accessing weblinks was shared with committee.
5. Committee members voted and approved the *Annual Report to Senate*.
6. Barbara talked about the upcoming reviews; in fall we review the non-academic reviews and OIR tools, in spring we will be reviewing JDO, SEM, and BPA. The following groups were formed for the reviews:

- Mary, Krista, John
- Joan, Jerath
- Barbara, Odella
- Cassie, Eric, Kristin
- Roxanne, Paul
- Ruth, Wayne

For the next meeting, the committee members are to review the Employment Survey and American Indian Student Services. We will do a group review for these so that new members become familiar with the review process. At the next, the committee will also “re-review” Physics as a group as this was offered to this department last spring.

7. The next meeting will be October 13 – and then we will continue to schedule meetings every two weeks – excluding Thanksgiving: Oct 27, Nov 10, Dec 1, Dec 15.
8. Additional handouts were provided: member list/emails, UAC purpose, UAC (new) website. OIR will send out a new member list once emails have been corrected.

Agenda UAC Meeting Sept. 29, 2011

- Introductions
 - List of current members & contact information available at:
http://www.und.nodak.edu/dept/datacol/assessment/Members2010_11.pdf
- Election of Chair for 2010-2011 academic year
- Approval of Minutes of May, 2011 meeting
- Information:
 - Web access info (e-mail attachment)
- Review & approve annual report to Senate (e-mail attachment)
- Review our work for the year ahead
 - Fall: Non-Academic programs and OIR Surveys
 - Spring: Academic Departments: John Odegard School of Aerospace Sciences, School of Engineering and Mines, College of Business and Public Administration
 - Pairs and Preferences
- Finalizing meeting dates & times
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, May 5, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Fred Remer, Wayne Swisher

Not in attendance: Shane Gerbert, Cassie Gerhardt, Roxanne Hurley, Tom Steen, Raina Urton, Carmen Williams, Jo-Anne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Thursday, May 5, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the April 28, 2011 meeting were approved.
3. Fred reported on the Communication Program (Graduate) review. The review was approved with revisions.
4. Krista reported on the Communication Sciences and Disorders (Undergraduate and Graduate) reviews. The Undergraduate review was approved. The Graduate review was approved with revisions.
5. Eric reported on the Criminal Justice (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
6. Ruth reported on the Nonprofit Leadership (Undergraduate) review. The review was approved with revisions.
7. Ruth reported on the English Language and Literature (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
8. Krista reported on the Theatre Arts (Undergraduate and Graduate) reviews. The Undergraduate review was approved. The Graduate review was approved with revisions.
9. Barb will make final revisions on some of the reviews. Some members will make revisions to their review and send the final to Barb. Barb will send a package of reviews and charts to the members.
10. Joan will send a reminder to the members regarding The Assessment luncheon scheduled for 5/12/11 in the River Valley Room. Members may want to bring the reviews they completed to the luncheon to aid in the discussions.
11. Barb thanked the committee for the good work done this year.
12. This is the last meeting for the spring semester.

Agenda UAC Meeting May 5, 2011
1:30-2:30 in the Memorial Room

- Approval of minutes of last meeting
- Reviews
 - Communication Program (Fred & Roxanne)
 - Communication Sciences & Disorders (Krista & Joan)
 - Criminal Justice (Eric, Barb & Raina)
 - Nonprofit Leadership (Cassie & Ruth)
 - English Language and Literature (Ruth & Cassie)
 - Theatre Arts (Krista & Joan)
- Please send all revised documents to me electronically by tomorrow, so that I can send them to Joan in time for the luncheon.
- Other items from the floor?
- Meeting Dates
 - 5/12/2011 Luncheon River Valley Room

Agenda UAC Meeting April 28, 2011
1:30-2:30 in the President's Room

- Approval of minutes of last meeting
- Reviews
 - General Studies (Cassie & Ruth)
 - Philosophy & Religion (Cassie & Ruth)
 - Women's Center (Cassie & Ruth)
- Status Reports on Reviews Outstanding
 - Nonprofit Leadership (Cassie & Ruth)
 - Communication Program (Fred & Roxanne)
 - Communication Sciences & Disorders (Krista & Joan)
 - Criminal Justice (Eric, Barb & Raina)
 - English Language and Literature (Ruth & Cassie)
 - Theatre Arts (Krista & Joan)
- Other items from the floor?
- Meeting Dates
 - 5/5/2011 Memorial Room
 - 5/12/2011 Luncheon TBA

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, April 28, 2011

In attendance: Barbara Combs, Cassie Gerhardt, Joan Hawthorne, Roxanne Hurley, Nancy Krom, Krista Lynn Minnotte, Fred Remer, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Mary Askim-Lovseth, Shane Gerbert, Eric Johnson, Ruth Paur, Dexter Perkins, Tom Steen, Raina Urton

1. A meeting of the University Senate Assessment Committee was convened on Thursday, April 28, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the April 21, 2011 meeting were approved.
3. Fred reported on the Communication Program (Undergraduate) review. The review was approved with revisions.
4. Cassie reported on the General Studies (Undergraduate) review. The review was approved.
5. Cassie reported on the Philosophy & Religion (Undergraduate) reviews. The reviews were approved with revisions.
6. The committee discussed a possible revision of the review form. Under #4. *Closing the Loop* the “No” doesn’t always fit the action as some programs review but then no action is necessary. This will be discussed early in the fall.
7. Cassie reported on the Women’s Center review. The review was approved with revisions.
8. Wayne reported on the Music (Graduate) review. The review was approved with revisions.
9. Committee members will review the following Department/Programs on 5/5/11:
 - Communication-Grad (Fred & Roxanne)
 - Nonprofit Leadership (Cassie & Ruth)
 - Communication Sciences & Disorders (Krista & Joan)
 - Criminal Justice (Eric, Barb & Raina)
 - English Language and Literature (Ruth & Cassie)
 - Theatre Arts (Krista & Joan)
10. The Assessment luncheon scheduled for 5/12/11 will be in the River Valley Room. A memo was sent to the Chairpersons of this year’s departments that were reviewed. Thirty people from Arts and Sciences are invited. Members are needed to attend. Please let Joan know if you will be attending.
11. The next meeting is scheduled for Thursday, May 5 at 1:30-2:30 in the Memorial Room.

Agenda UAC Meeting April 21, 2011
1:30-2:30 in the Medora Room

- Approval of minutes of last meeting
- Reviews
 - Mathematics (Fred & Roxanne)
 - History (Eric, Barbara, & Raina)
 - Indian Studies (Dex & JoAnne)
 - Physics (Dex & JoAnne)
 - Women's Center (Cassie & Ruth)
 - General Studies (Cassie & Ruth)
 - Music (Mary & Wayne)
 - Philosophy & Religion (Cassie & Ruth)
- Other items from the floor?
- Meeting Dates
 - 4/28/2011 President's Room
 - 5/5/2011 Memorial Room
 - 5/12/2011 Luncheon TBA

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, April 21, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Cassie Gerhardt, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Fred Remer, Wayne Swisher, Jo-Anne Yearwood

Not in attendance: Shane Gerbert, Roxanne Hurley, Tom Steen, Raina Urton, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Thursday, April 21, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the April 14, 2011 meeting were approved.
3. Fred reported on the Mathematics (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
4. Eric reported on the History (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
5. Jo-Anne reported on the Indian Studies (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
6. Dexter reported on the Physics (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
7. Mary reported on the Music (Undergraduate) review. The review was approved.
8. Committee members will review the following Department/Programs on 4/28/11:
 - Music (Graduate)-Wayne
 - Philosophy & Religion-Cassie/Ruth
 - General Studies-Cassie/Ruth
 - Women's Center-Cassie & Ruth
9. The next meeting is scheduled for Thursday, April 28 at 1:30-2:30 in the Presidents Room.

Minutes recorded by Nancy Krom

Agenda UAC Meeting April 14, 2011
1:30-2:30 in the Governor's' Room

- Approval of minutes of last meeting
- Reviews
 - Art & Design (Mary, Wayne & Shane)
 - Chemistry (Dex & JoAnne)
 - History (Eric, Barbara, & Raina)
- Reminder: If your reviews were approved “with revisions” please send revised documents to Barbara. She will send them along to Joan.
- Other items from the floor?
- Meeting Dates
 - 4/21/2011 Medora Room
 - 4/28/2011 President's Room
 - 5/5/2011 TBA
 - 5/12/2011 Luncheon TBA

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, April 14, 2011

In attendance: Mary Askim-Lovseth, Joan Hawthorne, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Wayne Swisher, Jo-Anne Yearwood

Not in attendance: Barbara Combs, Shane Gerbert, Cassie Gerhardt, Fred Remer, Tom Steen, Raina Urton, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Thursday, April 14, 2011, at 1:30 pm; Joan Hawthorne chaired the meeting.
2. Minutes from the April 7, 2011 meeting were approved with corrections.
3. Mary reported on the Art & Design (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
4. Dexter reported on the Chemistry (Undergraduate and Graduate) reviews. The reviews were approved with revisions.
5. Eric will report on the History review at the next meeting on April 14.
6. Joan discussed the Spring assessment luncheon scheduled for Thursday, May 12th at 12:00 in the River Valley Room. The Dean and chairpersons from the Arts & Sciences College are invited. Joan will have materials for the meeting. Joan welcomes comments, advise, availability and information from the assessment members during the discussions.
7. Committee members arranged dates to review the Department/Programs that they are responsible for:
 - Music-Mary/Wayne/Shane 4/21/11
 - Math-Fred/Roxanne will send date
 - Communication Program-Fred/Roxanne will send date
 - Communication Sciences & Disorders-Krista 5/5/11
 - Theatre Arts-Krista/Joan 5/5/11
 - History-Barbara/Eric/Raina 4/21/11
 - Criminal Justice-Barbara/Eric/Raina will send date
 - English-Ruth/Cassie 4/28/11
 - Philosophy & Religion-Ruth/Cassie 4/21/11
 - General Studies-Ruth/Cassie 4/21/11
 - Chemistry-Dexter/Jo-Ann 4/14/11
 - Indian Studies-Dexter/Jo-Ann 4/21
 - Physics & Astrophysics-Dexter/Jo-Ann will send date

Please follow-up with partners per the reviews.
8. The next meeting is scheduled for Thursday, April 21 at 1:30-2:30 in the Medora Room.

Agenda UAC Meeting April 7, 2011
1:30-2:30 in the Memorial Room

- Approval of minutes of last meeting
- Academic review commitment date: We have 4 dates left to complete our work. Please find the Department/Programs you are responsible for and in the “review complete”, column write which date you plan to present your review to the committee (4/14, 4/21, 4/28, 5/5).
Give these to Joan who will send them along to me.
- Reviews
 - Forensic Science (Barbara, Eric, Raina)
 - Languages (Joan & Krista)
 - Social Science UG (Roxanne & Fred)
 - Psychology UG (Roxanne & Fred)
 - Clinical Psychology G (Roxanne & Fred)
 - General Experimental Psychology G (Roxanne & Fred)
- Request from Roxanne & Fred: Forensics Psychology program is not finished developing their assessment plan and thus I would like to ask the committee to defer their review until next year.
- Other items from the floor?
- Meeting Dates
 - 4/14/2011 Governors Room
 - 4/21/2011 Medora Room
 - 4/28/2011 President’s Room
 - 5/5/2011 TBA
 - 5/12/2011 Luncheon TBA

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, April 7, 2011-Ammended

In attendance: Mary Askim-Lovseth, Cassie Gerhardt, Joan Hawthorne, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Dexter Perkins

Not in attendance: Barbara Combs, Shane Gerbert, Ruth Paur, Fred Remer, Tom Steen, Wayne Swisher, Raina Urton, Carmen Williams, Jo-Anne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Thursday, April 7, 2011, at 1:30 pm; Joan Hawthorne chaired the meeting.
2. Minutes from the March 24, 2011 meeting were approved as circulated.
3. Eric reported on the Forensic Science (Undergraduate) review. The review was approved with revisions.
4. Joan reported on the Languages (Undergraduate) reviews which included Classics, Spanish, Chinese, German, Norwegian and French. The review was approved.
5. Roxanne reported on the Social Science Major (Undergraduate) review. The review was approved as written.
6. Roxanne reported on the Psychology (Undergraduate) review. The review was approved with revisions.
7. Roxanne reported on the General Experimental Psychology (Graduate) review. The review was approved with revisions.
8. Roxanne reported on the Clinical Psychology (Graduate) review. The review was approved with revisions.
9. The committee agreed that the Forensics Psychology review will be carried over to next year.
10. Committee members arranged dates to review the Department/Programs that they are responsible for:
 - Music-Mary/Wayne/Shane 4/21/11
 - Math-Fred/Roxanne will send date
 - Communication Program-Fred/Roxanne will send date
 - Communication Sciences & Disorders-Krista 5/5/11
 - Theatre Arts-Krista/Joan 5/5/11
 - History-Barbara/Eric/Raina 4/14/11
 - Criminal Justice-Barbara/Eric/Raina 4/14/11
 - English-Ruth/Cassie 4/28/11
 - Philosophy & Religion-Ruth/Cassie 4/21/11
 - General Studies-Ruth/Cassie 4/21/11
 - Chemistry-Dexter/Jo-Ann 4/14/11
 - Indian Studies-Dexter/Jo-Ann will send date
 - Physics & Astrophysics-Dexter/Jo-Ann will send date

Please follow-up with partners per the reviews.

11. The next meeting is scheduled for Thursday, April 14th.

Minutes recorded by Nancy Krom

Agenda UAC Meeting March 24, 2011

- Approval of minutes of last meeting
- Reviews
 - Sociology (Graduate) (Barbara, Eric, Raina)
 - Sociology (Undergraduate) (Barbara, Eric, Raina)
 - Forensic Science (Barbara, Eric, Raina)
 - Integrated Studies (Joan & Barbara)
 - Women's Studies (Joan & Barbara)
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, March 24, 2011

In attendance: Mary Askim-Lovseth, Barbara Combs, Cassie Gerhardt, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Carmen Williams

Not in attendance: Shane Gerbert, Joan Hawthorne, Dexter Perkins, Fred Remer, Tom Steen, Wayne Swisher, Raina Urton, Jo-Anne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Thursday, March 24, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the March 10, 2011 meeting were approved as circulated.
3. Barb reported on the Sociology (Graduate) review. The review was approved as written.
4. Barb reported on the Sociology (Undergraduate) review. The review was approved as written.
5. Barb reported on the Forensic Science review. The review was tabled.
6. Barb reported on the Humanities and Integrated Studies review. The review was approved as revised.
7. Barb reported on the Women's Studies. The review was approved as written.
8. Mary reported on the Geography (Graduate) review. The review was approved as written.
9. Mary reported on the Geography-Geographic Information System (GIS) Certificate Program review. The review was approved as written.
10. A discussion regarding capstone and assessment connections to essential studies took place.
11. The next meeting is scheduled for Thursday, April 7th.

Minutes recorded by Nancy Krom

Agenda UAC Meeting March 10, 2011

- Approval of minutes of last meeting (See minutes from 2/3/11)
- Reviews
 - Anthropology (Barbara, Eric, Raina)
 - Geography (Mary & Wayne)
 - Interdisciplinary Studies (Joan & Krista)
- Reminder-- Fall 2010 Leftovers:
 - Women's Center (Cassie, Ruth)
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, March 10, 2011

In attendance: Barbara Combs, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Roxanne Hurley, Mary Askim-Lovseth, Dexter Perkins, Jo-Anne Yearwood

Not in attendance: Shane Gerbert, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Fred Remer, Tom Steen, Wayne Swisher, Raina Urton, Carmen Williams

1. A meeting of the University Senate Assessment Committee was convened on Thursday, March 10, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the February 3, 2011 meeting were approved as circulated.
3. Barb reported on the Anthropology review. The review was approved as written.
4. Mary reported on the Geography review. The review was approved with revisions.
5. Joan reported on the Interdisciplinary Studies review. The review was approved as written.
6. Dexter reported on the Biology Undergraduate review. The review was approved as written.
7. JoAnne reported on the Biology Graduate review. The review was approved with revisions.
8. A discussion regarding departmental assessment plans on the website took place. Reviewers are unsure as to whether departments are not updating their plan for several years or if the plan posted is current. Joan explained the process was cumbersome to replace the plans on the web. The Office of Institutional Research will discuss options for better ways to maintain and update posted assessment plans and report back to the Committee.
9. Spring assessment luncheon is tentatively scheduled for Wednesday, May 11th. Joan will email committee members to determine how many will be available to attend.
10. Dexter pointed out some changes to be made to the review form, however due to time constraints, this subject was tabled to a later date.
11. The next meeting is scheduled for Thursday, March 24th.

Minutes recorded by Sue Erickson

Agenda UAC Meeting February 3, 2011

- Approval of minutes of last meeting
- Reviews
 - Memorial Union (Barbara, Eric, Raina)
- Review & Discussion of OIR Tools
 - Graduating Survey Instrument
 - Sophomore Satisfaction Survey Instrument
- Review & Discussion of Review Template for OIR Tools
- Reminder re Fall 2010 Leftovers:
 - Women's Center (Cassie, Ruth)
 - Continuing Education (Dexter & Joan)
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Thursday, February 03, 2011

In attendance: Barbara Combs, Sue Erickson, Shane Gerbert, Joan Hawthorne, Eric Johnson, Mary Askim-Lovseth, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Wayne Swisher, Carmen Williams

Not in attendance: Cassie Gerhardt, Roxanne Hurley, Nancy Krom, Fred Remer, Tom Steen, Raina Urton, JoAnne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Thursday, February 03, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the January 20, 2010 meeting were approved as circulated.
3. Eric reported on the Memorial Union review. The review was approved with revisions.
4. Dexter reported on the Division of Continuing Education review. The review was approved with revisions.
5. Mary reported on the Honors Program. The review was approved as written.
6. The committee reviewed the OIR Graduating Student Survey. A general question regarding the value and use of the data results was asked. The committee recommended paying attention to asking questions that are relevant to all students, including our distance learners, as well as ensuring questions included modern examples, such as including Twitter rather than MySpace when asking about social networking. Items related to learning goals should mirror Essential Studies as opposed to the prior general education requirements; Joan and OIR, along with Tom will evaluate the wording of these questions.
7. In reviewing the OIR Tools template, questions #4, #5, #8, and #13 can be eliminated. Wording on #6 should reflect Essential Studies as opposed to general education. In lieu of question #8, OIR will provide better visibility of the tools already created that link survey data to similar questions on other surveys. Carmen will bring samples to an upcoming Assessment Committee meeting.
8. OIR will put out a new feedback review form with an empty date field (currently 2008-09 shows).
9. The next meeting is scheduled for Thursday, February 17th.

Minutes recorded by Sue Erickson

Agenda UAC Meeting January 20, 2011

- Approval of minutes of last meeting
- University Children's Center (Joan & Krista)
- Calendar for Spring: Any problems
- Other items from the floor
- Spring Meeting Dates

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Monday, January 20, 2011

In attendance: Barbara Combs, Shane Gerbert, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Dexter Perkins, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Mary Askim-Lovseth, Cassie Gerhardt, Roxanne Hurley, Eric Johnson, Ruth Paur, Fred Remer, Tom Steen, Raina Urton

1. A meeting of the University Senate Assessment Committee was convened on Monday, January 20, 2011, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the December 6, 2010 meeting were approved as circulated.
3. Krista reported on the University Children's Center review. The committee approved.
4. Wayne reported on the Student Health Services review. The committee approved with revisions and a final review by Joan.
5. The reviews for the Women's Center, Continuing Ed and the Memorial Union will be carried over and discussed at the spring meetings.
6. Barb discussed the UAC Academic Reviews for 2010-2011. Members should look over the Review list and if you are assigned a department that you have close contact with, you may want to review a different department. When reviewing a department, if there are questions regarding the annual report or assessment plan, contact the chair, check with Joan or e-mail Barbara. The committee needs to act fast on these reviews as they all need to be done prior to the May luncheon. Please note that there may be multiple programs within each department and that undergraduate reviews are done separate from graduate reviews. As far as certificates, use either the UG or Grad review template depending on the program level.
7. The committee discussed the spring meeting times.
8. At the next meeting, the committee will discuss the Graduating Student Survey questions and give their recommendations and suggestions. The committee will discuss the OIR Assessment Tool.
9. The Graduating Student Survey and the Sophomore Satisfaction Survey instruments will be sent to members.

Minutes recorded by Nancy Krom

Agenda UAC Meeting December 6, 2010

- Approval of minutes of last meeting
- Career Services Report (Joan & Krista)
- Sophomore Satisfaction Survey (Cassie & Ruth)
- Status for incomplete fall reviews: Placement Survey, Continuing Ed, Memorial Union, Student Health, Women's Center, University Children's Center
- Calendar for Spring: Review A&S programs; sign up; looks like we have 6 working groups for 25 departments/programs. That's about 4 each.
- Other items from the floor?
- Next Meeting: ?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Monday, December 6, 2010

In attendance: Barbara Combs, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Dexter Perkins, Fred Remer, Wayne Swisher, Raina Urton, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Mary Askim-Lovseth, Shane Gerbert, Ruth Paur, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, December 6, 2010, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the November 15, 2010 meeting were approved as circulated.
3. Joan and Krista reported on the Career Services review. The committee approved with corrections as discussed.
4. Wayne reported on the Placement Survey review. The committee approved with corrections as discussed.
5. Cassie reported on the Sophomore Satisfaction Survey. The committee approved with corrections as discussed.
6. Cassie reported on the Women's Center review. The review will be revised and discussed at the spring meeting.
7. The reviews for the Women's Center, Continuing Ed, Memorial Union, Student Health and University Children's Center will be carried over and discussed at the spring meetings.
8. Barb distributed the UAC Academic Reviews for 2010-2011. Barb and Joan will set up the review calendar by similar reviewing groups as in the fall.
9. At the next meeting, the committee will discuss the Graduating Student Survey questions and give their recommendations and suggestions, the committee will discuss the Non-Academic Program review form and the OIR Assessment Tool.
10. Barb will send out an e-mail regarding meeting times for spring semester.

Minutes recorded by Nancy Krom

Agenda UAC Meeting November 15, 2010

- Approval of minutes of last meeting
- Review of CLA (Dexter & JoAnne take the lead on this)
- Review of USAT Essential Studies Summary (Barbara, Eric, and Riana take the lead on this)
- Other items from the floor?
- Next Meeting: November 30: Please send reviews as you complete them so that I can send drafts out electronically prior to the meeting.

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Monday, November 15, 2010

In attendance: Barbara Combs, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Roxanne Hurley, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Dexter Perkins, Fred Remer, Wayne Swisher, Carmen Williams

Not in attendance: Mary Askim-Lovseth, Ruth Paur, Tom Steen, Raina Urton, Jo-Anne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 15, 2010, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the October 18, 2010 meeting were approved as circulated.
3. Fred reported on the ACE CIRP College Senior Survey (CSS) review. The committee approved with corrections as discussed.
4. Dexter reported on the CLA Survey review. The committee approved with corrections as discussed.
5. Barbara reported on the Essential Studies/Student Evaluations. The committee approved with minor corrections as discussed.
6. The next meeting is Monday, November 29.

Minutes recorded by Nancy Krom

Agenda UAC Meeting Oct. 4, 2010

- Approval of minutes of last meeting
- Review sign-up sheet for fall semester (e-mail attachment for your preliminary perusal)
- Review of CIRP-Freshmen Survey: Please read full report in preparation for this discussion
- Meeting dates & time (1:30-2:30)
 - 10/18
 - 11/1
 - 11/15
 - 11/29
 - 12/6
- Discussion & Decision: Political Science and Economics Reviews in BPA or A&S: In 2007-08 they were reviewed under BPA but should they be reviewed under A&S?
[Krista, please review other A&S programs and check with departments as warranted to be sure we have all programs including certificate programs listed. Once this is done, we will assign reviewers.]
- Other items from the floor?

Agenda UAC Meeting Oct. 18, 2010

- Approval of minutes of last meeting
- Final review & approval of CIRP-Freshmen Survey: Please read the draft report in preparation for this discussion.
- Review and drafting of Non-Academic Report for *Career Services*
 - Template for Annual Review of Non-Academic Department Assessment Activities:
<http://www.und.nodak.edu/dept/datacol/assessment/forms/index.htm>
 - Routing to get you to the information for *Career Services*:
 - Annual Report > <http://www3.und.edu/dept/websub/> > click on *Query Annual Reports* > User Name: ezreport > Password: 4arez > Click on *Preview Annual Report Contents* > Leave fiscal year as is > Select *VP for Student & Outreach Services* > Click on *Select Departments* > Select *Career Services* > Scroll down and Click the box for *Assessment* > Scroll down and click on *Print Preview* button at the bottom of the page.
 - Assessment Plan: I was not able to find an assessment plan on the Assessment website. I requested the plan from the Director and hope to have it available before Monday's meeting.
 - Prior Review: <http://www.und.edu/dept/datacol/assessment/Plan/indexplan.htm> > Click on *Assessment Reviews* > User Name : asmtplan > Password: asmt4u > Click on *Non-Academic Department Assessment Reviews* > Find *Career Services* on the chart and click on the X in the 07-08 column.

- We will meet on 11/1. As of today, most of the non-academic reports are not posted, so please work on the OIR tools. When you have completed the drafts of your reports, forward them to me. I will attach them to the meeting reminder e-mail, so that we all have a chance to review them prior to our meeting. At the meeting, you should be prepared to walk us through the report.
- Other items from the floor?
- Krista, Joan, & Barb meet briefly to discuss A&S programs for review in spring 2011

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:30 – 2:30 p.m., Monday, October 18, 2010

In attendance: Mary Askim-Lovseth, Barbara Combs, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Dexter Perkins, Fred Remer, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Shane Gerbert, Roxanne Hurley, Eric Johnson, Ruth Paur, Tom Steen, Wayne Swisher, Raina Urton

1. A meeting of the University Senate Assessment Committee was convened on Monday, October 18, 2010, at 1:30 pm; Barbara Combs chaired the meeting.
2. Minutes from the October 4, 2010 meeting were approved as circulated.
3. Joan announced that she is putting together a list of UND faculty (1 or 2 from each college) to designate as consultants or resources if departments have questions or want discussions about assessment practices. The list of faculty consultants will be on the Assessment website.
4. The CIRP survey was reviewed and approved with editorial corrections.
5. Joan and Krista will report on the Non-Academic Report for Career Services instead of the full group review.
6. The November 1st meeting is based on completed reviews. Encourage members to complete reviews. Send completed reviews to Barbara and she will attach them to the meeting reminder e-mail.

Minutes recorded by Nancy Krom

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Monday, October 4, 2010

In attendance: Mary Askim-Lovseth, Barbara Combs, Sue Erickson, Joan Hawthorne, Eric Johnson, Nancy Krom, Krista Lynn Minnotte, Fred Remer, Dexter Perkins, Wayne Swisher, Raina Urton, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Cassie Gerhardt, Shane Gerbert, Ruth Paur, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, October 4, 2010, at 1:30 pm; Barbara Combs chaired the meeting.
2. Barbara welcomed back the committee and stated that this time is the best for most members. The committee will meet at this time for this fall semester. All the meetings will be in the Memorial Room except for the November 1 meeting which will be held in the Presidents Room.
3. Minutes from the September 20, 2010 meeting were approved as circulated.
4. Barbara reported on the UAC Reviews and the student representatives will be the 3rd party on reviews.
5. Barbara noted that the agendas and minutes will be sent out to members on Fridays.
6. To familiarize members doing reviews, the committee discussed the OIR Assessment Tool for the CIRP Survey-Freshmen Survey. There was wide discussion. Barb will type up the review report and send to members for their review.
7. Barb will send out a Non-Academic Review next week.
8. The OIR Tools and Non-academic reviews are due soon and will be reviewed at upcoming fall meetings.
9. There was discussion and decision regarding Political Science and Economics Reviews. They are reviewed under BPA.
10. At the next meeting, the committee will go through a non-academic review as a group.

Minutes recorded by Nancy Krom

Agenda UAC Meeting Sept. 20, 2010

- Introductions
 - List of current members & contact information available at:
http://www.und.nodak.edu/dept/datacol/assessment/Members2010_11.pdf
- Election of Chair for 2010-2011 academic year
- Approval of Minutes of May, 2010 meeting
- Information:
 - Switch out updated assessment plan in binders (you will receive this as an e-mail attachment)
 - Web access info (e-mail attachment)
- Review & approve annual report to Senate (e-mail attachment)
- Review & discuss summary report from 2009-2010 reviews (Joan leads discussion; e-mail attachment)
- Discussion & approval of Nutrition & Dietetics (Mary and Krista lead discussion; e-mail attachment-**please review prior to meeting**)
- Review and sign up for year ahead (e-mail attachment for your preliminary perusal)
 - Fall
 - Spring
- Discussion of USAT methodology (Carmen leads discussion)
- Finalizing meeting dates & times
- Other items from the floor?

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 – 3:00 p.m., Monday, September 20, 2010

In attendance: Mary Askim-Lovseth, Barbara Combs, Sue Erickson, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Eric Johnson, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Wayne Swisher, Raina Urton, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Fred Remer, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, September 20, 2010, at 2:00 pm; past chair Barbara Combs called for introductions.
2. Barbara was unanimously voted chair again for the 2010-2011 academic year – and continued to chair the meeting.
3. Minutes from the May 3, 2010 meeting were approved as circulated.
4. Barbara mentioned the new material to be replaced in our assessment binders (updated assessment plan and web access form).
5. Barbara distributed the Annual Report to Senate. The committee discussed and approved the report.
6. Joan reported on summary information collected from the reviewers. She mentioned that this document was also shared at the spring assessment luncheon. Joan updated the committee that she has been making visits to departments who are coming up for review.
7. Mary reported on the Nutrition & Dietetics review. The committee voted upon and approved the review.

The committee also talked about reviewing the review form at an upcoming meeting. Notations such as a reference to programs' past reviews might be an addition to consider for the revised form.

8. Barbara passed around the signup sheet for OIR tools and non-academic departments. She will follow-up with an email to point out where the surveys are and reviews can be found.
9. Carmen and Joan reported on the new technology for the USAT forms. The committee discussed the online technology and brought up concerns with campus faculty "opting in" stating that response rates would drop to where USATs would probably be useless. Consensus was basically to keep using paper.
10. Barbara reported on meeting dates/times. Mondays from 1:30-2:30 is when most of the members have (some) time available. Meetings will be scheduled on Oct 4 & 18, Nov. 1, 15, & 29, and Dec. 6.
11. Other matters: Carmen asked the committee members to consider whether the assessment website should be set up as an "external" or "internal" site with the new UND web initiative. Discussion to follow at an upcoming meeting.

Minutes recorded by Carmen Williams

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, May 3, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, , Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Krista Lynn Minnotte, Ruth Paur, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Dexter Perkins, Fred Remer, Tom Steen, Kirsten Dauphinais, Nancy Krom

1. A meeting of the Senate University Assessment Committee was convened on Monday, May 3, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the April 26, 2010 meeting were approved.
3. The academic review for (graduate) Counseling was reviewed, discussed, and approved with revisions.
4. The academic review for (graduate) Counseling Psychology was reviewed, discussed, and approved with revisions.
5. The academic review for (undergraduate) Rehabilitation & Human Services was reviewed, discussed, and approved with revisions.
6. The academic review for (undergraduate) Recreation & Tourism was reviewed, discussed, and approved with revisions.
7. The academic review for (graduate) Education Leadership was reviewed, discussed, and approved with revisions.
8. The academic review for (undergraduate) Physical Education, Exercise Science, & Wellness was reviewed, discussed, and approved.
9. The academic review for (undergraduate) Nursing was reviewed, discussed, and approved with revisions.
10. The academic review for (graduate) Nursing was reviewed, discussed, and approved with revisions.
11. The academic review for Nutrition & Dietetics will be drafted and circulated via email. Final action will take place in the fall.
12. “Goodbyes and thanks for the service on the committee” was said to Darla Adams and Kirsten Dauphinais.
13. Next meeting will be in the fall semester; Nancy Krom will send a preliminary email so members can mark their calendars.

Minutes recorded by Carmen Williams

University Assessment Committee
Memorial Union: Memorial Room
Monday, May 3, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Academic review reports & approval:
 - a. Counseling Psychology & Community Services
 - i. MS in Counseling
 - ii. PhD in Counseling Psychology
 - iii. Rehabilitation & Human Services
 - iv. Recreation & Tourism
 - b. Educational Leadership
 - c. Physical Education, Exercise Science & Wellness (UG & G)
 - d. Nursing (UG & G)
 - e. Nutrition & Dietetics (?)
3. Cookies & Coffee
4. Goodbyes
 - a. Darla Adams
 - b. Kirsten Dauphinais
5. Other Matters Arising

University Assessment Committee
Memorial Union: Memorial Room
Monday, April 26, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Academic review reports & approval:
 - a. Anatomy & Cell Biology
 - b. Microbiology & Immunology
 - c. Bio-Chemistry & Molecular Biology
 - d. Athletic Training
 - e. Family & Community Medicine: Physician Assistant
 - f. Office of Medical Education : MD/PhD Scholars
 - g. Occupational Therapy
3. Reviews Outstanding
 - a. Counseling Psychology & Community Services
 - b. Educational Leadership
 - c. Physical Education, Exercise Science & Wellness
 - d. Nutrition & Dietetics
 - e. Nursing
 - f. Law
 - g. Physical Therapy
4. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, April 26, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Wayne Swisher, Jo-Anne Yearwood

Not in attendance: Dexter Perkins, Fred Remer, Tom Steen, Carmen Williams

1. A meeting of the Senate University Assessment Committee was convened on Monday, April 26, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the April 12, 2010 meeting were approved.
3. The academic review for (graduate) Anatomy and Cell Biology was reviewed and approved with revisions.
4. The academic review for (graduate) Microbiology and Immunology was reviewed and approved with revisions.
5. The academic review for (graduate) Biochemistry and Molecular Biology was reviewed and approved with revisions.
6. The academic review for (undergraduate) Athletic Training/Sports Medicine was reviewed and approved with revisions.
7. The academic review for (graduate) Family/Community Medicine/Physician Assistant Program was reviewed and approved with revisions.
8. The academic review for (graduate) Office of Medical Education/MD Program was reviewed and approved with revisions.
9. The academic review for (graduate) Occupational Therapy was reviewed and approved.
10. The academic review for (graduate) Law was reviewed and approved with revisions.
11. The academic review for (undergraduate and graduate) Physical Education and Exercise Science and Nursing will be reviewed at the next meeting.
12. Shane announced that next fall the Assessment Committee will have 2 students on the committee.
13. Nancy will set up the first meeting for fall semester on a Monday at 2:00.
14. The meeting was adjourned. The next meeting is scheduled for Monday, May 3rd from 2-3 p.m.

Minutes recorded by Nancy Krom

University Assessment Committee
Memorial Union: Memorial Room
Monday, April 12, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Academic review reports & approval:
 - a. Awaiting Final Draft of T&L Undergraduate Report
 - b. Education Foundation & Research
 - c. Physical Therapy
3. Reviews Outstanding
 - a. Counseling Psychology & Community Services
 - b. Educational Leadership
 - c. Physical Education, Exercise Science & Wellness
 - d. Nutrition & Dietetics
 - e. Nursing
 - f. Law
 - g. Anatomy & Cell Biology
 - h. Microbiology & Immunology
 - i. Occupational Therapy
 - j. Physical Therapy
 - k. Physician Assistant
 - l. MD/PhD Scholars
 - m. Athletic Training
4. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, April 12, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Shane Gerbert, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Carmen Williams

Not in attendance: Cassie Gerhardt, Dexter Perkins, Fred Remer, Tom Steen, Wayne Swisher, Jo-Anne Yearwood

1. A meeting of the Senate University Assessment Committee was convened on Monday, April 12, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the March 29, 2010 meeting were approved.
3. Received final draft of the T&L Undergraduate Report.
4. The academic review for (graduate) Educational Foundations & Research was reviewed and approved.
5. The academic review for (graduate) Physical Therapy was reviewed and approved.
6. Joan reported on the May 12th luncheon meeting for Deans and Chairpersons to discuss their assessment reviews/efforts. All assessment members are urged to attend and give insight.
7. There was wide discussion on concerns about colleges not reviewed every year but wanting to keep them in-the-loop and informed, between assessment reviews. Joan mentioned the possibility of talking “assessment” at college gatherings. However, since some colleges don’t have regular departmental gatherings, Joan may have to have conversations with specific deans for suggestions as to how assessment information might be shared.
8. The meeting was adjourned. The next meeting is scheduled for **Monday, April 26th** from 2-3 p.m. (the April 19th meeting is cancelled).

Minutes recorded by Nancy Krom

University Assessment Committee
Memorial Union: Memorial Room
Monday, March 29, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Academic review reports & approval:
 - a. Awaiting Final Draft of T&L Undergraduate Report
 - b. Social Work – Graduate
 - c. Social Work – Undergraduate
 - d. CLS Certificate: Chemistry
 - e. CLS Certificate: Clinical Immunohematology
 - f. CLS Certificate: Clinical Microbiology
 - g. CLS Certificate: Hematology/Hemostasis
 - h. Pathology: CLS UG Program
 - i. Pathology: Cytotechnology Program
3. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, March 29, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Dexter Perkins, Fred Remer, Tom Steen

1. A meeting of the Senate University Assessment Committee was convened on Monday, March 29, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the March 8, 2010 meeting were approved.
3. Awaiting final draft of the T&L Undergraduate Report.
4. The academic reviews (undergraduate and graduate) for Social Work were reviewed and approved.
5. The academic review for Pathology/Cytotechnology was reviewed and approved.
6. The academic reviews for Pathology/Clinical Lab Science-UG as well as the Certificate programs (Chemistry, Clinical Immunohematology, Clinical Microbiology, Hematology/Hemostasis) were approved.
7. The academic review for the graduate Pathology/CLS was reviewed and approved with changes.
8. The academic review for Histotechnician Certificate was reviewed and approved.
9. Joan mentioned that at the spring meeting she will meet with department chairs regarding revisions and updates to their assessment plans.
10. The meeting was adjourned. The next meeting is scheduled for Monday, April 12th from 2-3 p.m.

Minutes recorded by Nancy Krom

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, March 8, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Shane Gerbert, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Ruth Paur, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Cassie Gerhardt, Dexter Perkins, Fred Remer, Tom Steen

1. A meeting of the Senate University Assessment Committee was convened on Monday, March 8, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the February 8, 2010 meeting were approved with a correction.
3. Carmen discussed the CLA testing. There were better participation rates from the seniors compared to the freshmen. In total, 126 seniors signed up for the test. At one session, 6 students completed and 12 were underway when the CLA server went down. Plans were made for students to come later and complete the test (but no students choose to do this); these students were still paid. CLA accepted 10 of the 12 incompletes. The committee was concerned about including the “incompletes” so Carmen will ask CLA about this. Carmen/IR staff as well as the committee members who proctored mentioned that testing went well and that the Nursing lab worked out great. The results of the freshmen/senior CLA tests will be completed this summer. According to the Voluntary System of Accountability (VSA) agreement, we need to test/post scores from CLA (or other testing application) every four years.
4. The academic review for Pharmacology, Physiology and Therapeutics was reviewed, discussed, and approved with corrections.
5. The committee discussed the coding key on the academic assessment activity review form and agreed that it was somewhat subjective.
6. The academic review for the undergraduate Teaching and Learning was reviewed and approved with corrections.
7. The academic review for the graduate Teaching and Learning was reviewed and approved with corrections.
8. The schedule for tentative meeting times is March 29, April 12, April 19, April 26, and May 3 to make sure that all of the reviews are completed prior to the end of year/spring assessment luncheon. Joan needs the reports to return to the departments before the luncheon.
9. The meeting was adjourned. The next meeting is scheduled for Monday, March 29th from 2-3 p.m.

Minutes recorded by Nancy Krom

University Assessment Committee
Memorial Union: Memorial Room
Monday, March 8, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. CLA feedback
3. Academic review reports & approval:
 - a. **Pharmacology, Physiology and Therapeutics (Graduate and Undergraduate)**
 - b. **Teaching & Learning (Graduate and Undergraduate)**
4. Other Matters Arising

University Assessment Committee
Memorial Union: Memorial Room
Monday, February 8, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Approval of the University Assessment Plan
3. Dates for spring meetings
4. Review & Sign-up for spring academic reviews
5. Collegiate Learning Assessment updates

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, February 8, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Krista Lynn Minnotte, Jo-Anne Yearwood

Not in attendance: Ruth Paur, Dexter Perkins, Fred Remer, Tom Steen, Wayne Swisher, Carmen Williams

1. A meeting of the Senate University Assessment Committee was convened on Monday, February 8, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the February 1, 2010 meeting were approved as circulated.
3. The committee discussed the University Assessment Plan. A motion to approve the plan with revisions was passed and approved.
4. Joan and Barbara will review the Senate University Assessment Committee purpose and revise if needed.
5. A Doodle was sent to members to determine if a time is available where all committee members can meet, otherwise future meetings will be on Mondays at 2 p.m.
6. Joan is planning a spring assessment luncheon for academic units being reviewed this year as well as those scheduled for 2010-2011. The date is May 12th.
7. The sign up sheet for UAC Academic Reviews for 2009-2010 was passed around for members to sign up to review departments.
8. Spring administration of the Collegiate Learning Assessment will be held the week of February 22nd. Joan needs more members to help administer the CLA. Institutional Research will help at all the sessions. Joan will e-mail a reminder of times when the CLA is being administered. Submit your schedule to Joan if you haven't already.
9. With the passage of SB 0910-25, the Student Body President loses his/her power to appoint these students, and now the student positions of U-Senate are elected by the Student Body. These 10 elected positions, each student must serve on two U-Senate Committees. With this change, our committee should be fully staffed by two students.
10. The meeting was adjourned. The next meeting is scheduled for Monday, March 8th from 2-3 p.m.

Minutes recorded by Nancy Krom

University Assessment Committee
Memorial Union: Memorial Room
Monday, February 1, 2010
2:00 pm – 3:00 pm
AGENDA

1. Approval of Minutes of last meeting
2. Updates on Unfinished Fall Reviews
 - a. USAT
 - b. Employer Satisfaction Survey
 - c. Women's Center
3. Dates for spring meetings
4. Review & Sign-up for spring academic reviews (Shall we do one collectively first)

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 p.m. Monday, February 1, 2010

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Krista Lynn Minnotte, Ruth Paur, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Nancy Krom, Dexter Perkins, Fred Remer, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, February 1, at 2:00 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the December 7, 2009 meeting were approved as circulated.
3. Mary discussed the Employer Satisfaction Survey that was circulated and clarified the gap definition. The review was approved.
4. As an aside, Joan reported a summary of survey reviews from the prior three years was assembled and forwarded to the Undergraduate Learning Working Group.
5. The USAT review was approved with corrections. Mary noted changes from General Ed to Essential Studies between fall and spring semesters. It is apparent students do not understand the meaning of “capstone” per USAT responses. Joan explained the design of the form is intentional so faculty can determine if students are picking up on the ES goal for which the course is designed.
6. The Women’s Center review is not ready for review.
7. The committee discussed spring meeting dates. At this time, Nancy will send out a Doodle to determine if a time is available where all committee members can meet, otherwise future meetings will be on Mondays at 2 p.m.
8. Joan is planning a spring assessment luncheon for academic units being reviewed this year as well as those scheduled for 2010-2011. The tentative date is May 12th.
9. For spring reviews, the group agreed it was not necessary to complete a review together. Rather, experienced team members will pair with novice members. Teams were formed as: Darla & Shane, Cassie & Ruth, Barb & JoAnne, Joan & Dexter, Kirsten & Wayne, Mary & Krista, and Fred & Joan/Student #2. A sign up sheet was passed around. Joan recommended members not sign up to review their home departments. Separate reports will be completed for graduate and undergraduate programs within a department. A single report will be completed for multiple undergraduate programs or multiple graduate programs within a given department.
10. Spring administration of the Collegiate Learning Assessment will be held the week of February 22nd on Monday from 3-5 and 7-9, Tuesday from 1-3, 3-5, and 7-9, Wednesday from 2-4, 4-6, and 6-8, and Thursday from 2-4 and 4-6. Joan is looking for schedules to aid in proctoring exams. Submit your schedule to Joan if you haven’t already.
11. The meeting was adjourned at 2:50 with the sounding of the fire alarm. The next meeting is scheduled for Monday, February 8th from 2-3 p.m. to discuss the CLA spring administration and the University Assessment Plan. Due to the February holiday and CLA administration, the meeting following this one will likely be on March 8.

Minutes recorded by Sue Erickson.

University Assessment Committee
Memorial Union: President Room
Monday, December 7, 2009
2:15 pm – 3:15 pm
AGENDA

1. Approval of Minutes of last meeting
2. Review for discussion and approval:
 - a. NSSE
 - b. Student Success Center (return to one item)
3. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:15 – 3:15 p.m. Monday, December 7, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Shane Gerbert, Joan Hawthorne, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Fred Remer, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Kirsten Dauphinais, Cassie Gerhardt, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, December 7, at 2:15 p.m.; Joan chaired the committee until Barbara arrived.
2. Minutes from the November 30, 2009 meeting were approved as circulated.
3. Dexter reported on the NSSE survey review. The committee discussed and some changes were suggested. The committee approved the review with the changes.
4. Mary reported on the Employer Satisfaction Survey review. The committee discussed and some changes were suggested. The committee approved the review with the changes.
5. Fred reported on the Disability Support Services review. The committee discussed and some changes were suggested. The committee approved the review with the changes.
6. Other matters:
 - a) To do's in January:
 - i. Reviews of the USAT data and Women's Studies,
 - ii. As the CIRP Senior Survey isn't ready yet, it will be on hold until fall 2010,
 - b) Next meeting date has not been scheduled yet - Nancy will send out an email asking for spring schedules so that meeting days/times can be set up soon.

Minutes recorded by Carmen Williams

University Assessment Committee

Memorial Union: Memorial Room

Monday, November 16, 2009

2:15 pm – 3:15 pm

AGENDA

1. Approval of Minutes of last meeting
2. Reviews for discussion and approval
 - a. Alumni Outcomes Survey
3. Discussion: Should we continue to review the *Campus Quality Survey*? (please review at least the executive summary in preparation for this discussion)
4. Discussion: Should we review certificate programs?
5. Future Meetings: November 30 (Will all reports be completed and submitted for approval at the Nov. 30th or should we schedule a December 14 meeting?)
6. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 2:15 – 3:15 p.m. Monday, November 16, 2009

In attendance: Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Shane Gerbert, Joan Hawthorne, Fred Remer, Wayne Swisher, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Darla Adams, Gaye Burgess, Cassie Gerhardt, Ruth Paur, Dexter Perkins, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 16, at 2:15 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the November 2, 2009 meeting were approved as circulated.
3. The Alumni Outcomes Survey was reviewed and approved with corrections.
4. The Campus Quality Survey was discussed and the committee approved that the survey will no longer be reviewed.
5. The committee discussed reviewing certificate programs. Members were asked to look at the certificate programs in their colleges. Programs that stand alone—that is they are not located within other degree programs, will be reviewed.
6. Reports will be completed and submitted for approval at the next two meetings (11/30 and 12/7).
7. The next meeting is November 30, 2009, from 2:15-3:15.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union: Memorial Room

Monday, November 2, 2009

2:15 pm – 3:15 pm

AGENDA

1. Update on membership
 - a. Welcome Wayne Swisher
2. Approval of Minutes of last meeting
3. Revisit & complete the fall sign-ups
 - a. Review of procedures for submitting reviews for committee approval
4. Group Review of *Alumni Outcomes Survey*
 - a. Please access the survey report at <http://www.und.nodak.edu/dept/dataacol/reports/surveydesc.html> (To get to the report from this site click on the green “yes” under year 2007-2008). Please review the report and come prepared to discuss the contents in relation to the form entitled **OIR Assessment Tool Survey Title and Data Collection Year**. This form can be found at <http://www.und.nodak.edu/dept/dataacol/assessment/forms/index.htm> (click on Template for Survey Evaluation).
5. Discussion: Should we continue to review the *Campus Quality Survey*? (please review at least the executive summary in preparation for this discussion)
6. Discussion: Should we review certificate programs?
7. Still waiting for list of programs from School of Engineering & Mines and College of Arts & Sciences
8. Future Meetings: November 16 and November 30 (all reports should be completed and submitted for approval at the Nov. 30th meeting to avoid an additional meeting in Dec.)
9. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:15 – 3:15 p.m. Monday, November 2, 2009

In attendance: Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Shane Gerbert, Cassie Gerhardt, Joan Hawthorne, Ruth Paur, Dexter Perkins, Fred Remer, Wayne Swisher

Not in attendance: Darla Adams, Gaye Burgess, Tom Steen, Carmen Williams, Jo-Anne Yearwood

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 2, at 2:15 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the October 19, 2009 meeting were approved as circulated.
3. Welcome and Introductions.
4. A sign-up sheet for scheduled Non-academic Reviews for Fall 2009 was circulated. Barb will send the updated list to members.
5. A review of procedures for submitting reviews for committee approval was done.
6. The group review of the *Alumni Outcomes Survey* was completed.
7. A list of programs from School of Engineering & Mines and College of Arts & Sciences is needed.
8. Future Meetings: November 16 and November 30 (all reports should be completed and submitted for approval at the Nov. 30th meeting to avoid an additional meeting in Dec.)
9. Joan will send the revised Survey Evaluation template.
10. There was discussion regarding the development of data base of all survey questions on all surveys to showcase their similarities.
11. The other items on the agenda will be discussed at the next meeting.
12. The next meeting is November 16, 2009, from 2:15-3:15.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union: Memorial Room

Monday, November 30, 2009

2:15 pm – 3:15 pm

AGENDA

1. Approval of Minutes of last meeting
2. Tentative reviews for discussion and approval:
 - a. McNair Program
 - b. Faculty Survey (HERI)
 - c. Student Wellness Center
3. Final discussion and determination of certificate programs that will be reviewed
4. Other Matters Arising

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:15 – 3:15 p.m. Monday, November 30, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Joan Hawthorne, Krista Lynn Minnotte, Ruth Paur, Dexter Perkins, Fred Remer, Wayne Swisher, Carmen Williams, JoAnne Yearwood

Not in attendance: Kirsten Dauphinais, Shane Gerbert, Cassie Gerhardt, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 30, at 2:15 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the November 16, 2009 meeting were approved as circulated.
3. The HERI Faculty Survey was reviewed and approved with corrections.
4. The McNair Program was reviewed and approved as written.
5. The Wellness Center was reviewed and approved with corrections.
6. The Student Success Center was reviewed and approved with corrections.
7. The committee discussed “Stand Alone” certificate programs. As defined in today’s meeting, “Stand Alone” programs as those that are not already embedded in a degree program. The certificate program may also consist of a set of courses across colleges for which no degree is awarded. Members will send Barbara a list of “Stand Alone” certificate programs in their colleges. Barbara will compile the list and the members will discuss at the meeting next week or in early January. Joan will send Barbara a list of “Cross Overs”.
8. Reports that are outstanding are due by Friday.
9. The next meeting is December 7, 2009, from 2:15-3:15.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union
Memorial Room
Monday, October 19th, 2009
2:15 pm – 3:15 pm

Welcome and Introductions (Students)

Minutes: September 28, 2009

Overview of 2009-2010

Sign-up and Discussion of Scheduled OIR Reviews

- i) **Alumni Outcomes Survey**
- ii) **Campus Quality Survey (Employee Survey):** Do we continue to review this one? How does it inform us about student learning? How often should we review the survey results?
 - (1) Description: The Campus Quality Survey is an instrument sponsored by Performance Horizons that was developed by adapting categories used in the prestigious Malcolm Baldrige National Quality Award and the Presidential Award for Quality to fit the educational environment. The survey instrument offered 91 statements including 10 North Dakota University System (NDUS) questions for faculty and staff to respond to. Participants are asked to rate the University of North Dakota from two perspectives: How It Is Now and How It Should be for the items based on how they feel the programs, services, and activities are currently meeting the needs of students and employees. This survey has been administered in the fall of even numbered years, starting in 2002. [SEE SAMPLE]
- iii) **Employer Satisfaction Survey:** Do we continue to review this one? How might it inform us about student learning? How often should we review the survey results?
 - (1) The employer satisfaction is part of the accountability measures of the "Roundtable Report" that were enacted by the 2001 and 2003 North Dakota legislatures. The North Dakota University System have partnered with the firm of Noel-Levitz to conduct this survey. All other 10 North Dakota University System institutions are participating in this survey as are other U.S. universities and colleges. The collection of information from employers about graduates is vital and appropriate to a university's understanding of whether it is successful in meeting its educational goals. [SEE SAMPLE]
- iv) **Environmental Assessment Survey:** Do we review this one? How might does it inform us about student learning? How often should we review the survey results? OIR no longer administers the Survey; instead housing does this:
 - (1) Description: Environmental Assessment Survey (Housing)
A survey initiated in 1991, designed to assess the demographic characteristics of the students living in the residential halls at the

University of North Dakota as well as their satisfaction toward housing staff, maintenance and custodial staff, policies and procedures, facilities, dining services, programming, and hall government. Survey results are used to implement a number of changes in the residence halls.

- v) **Faculty Survey (HERI)**
- vi) **National Survey of Student Engagement (NSEE):** How often should we review the survey results?
- vii) **Senior Survey (ACE-CIRP SR):** Not ready for review.
- viii) **Withdrawing/Non-Returning Student Survey(ACT):** Do we review this one? How might does it inform us about student learning? How often should we review the survey results?
 - (1) Description: This survey helps identify students' reasons for leaving UND. The instrument groups 48 "reasons" in the areas of personal, academic, institutional, financial, & employment as to why a student left. Each of these areas are identified as a major reason, minor reason, or not a reason. This survey was first conducted in 2003 and has been administered annually since then.
- ix) **ES Student Evaluations (USAT)**

Sign-up for Scheduled Non-academic Reviews (Fall, 2009)

- i) Disability Services
- ii) McNair Program (TRIO)
- iii) Student Success Center
- iv) Student Wellness Center
- v) Women's Center

Sub-committee for Review of the University Assessment Plan (Fall 2009)

Scheduled Academic Reviews (Spring 2010)

- i) College of Nursing
- ii) College of Education and Human Development
- iii) Law School
- iv) School of Medicine and Health Sciences

I am still in need of some member's lists of undergraduate and graduate degree programs within your colleges, so if you have not sent this to me yet, please do so ASAP so that we can revise the list of programs needing review.

Template Revisions (Joan)

Review of OIR Assessment Tool

Next Meeting: November 2, 2009

Other Matters Arising

Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:15 – 3:15 p.m. Monday, October 19, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Shane Gerbert, Joan Hawthorne, Fred Remer, Carmen Williams, Jo-Anne Yearwood

Not in attendance: Gaye Burgess, Cassie Gerhardt, Ruth Paur, Dexter Perkins, Tom Steen

1. A meeting of the University Senate Assessment Committee was convened on Monday, October 19, at 2:15 p.m.; Barbara Combs chaired the meeting.
2. Minutes from the September 28, 2009 meeting were approved as circulated.
3. Welcome and Introductions.
4. Discussion of Scheduled OIR Review:
 1. Alumni Outcomes Survey – will be discussed/reviewed at the next meeting (template will be done as a group)
 2. Campus Quality Survey – will be discussed/reviewed at the next meeting. At that time the committee will determine whether this survey stays on the assessment schedule (for future review).
 3. Employer Satisfaction Survey – will be reviewed
 4. Environmental Assessment Survey – This survey was removed from the assessment schedule.
 5. FSSE – No survey at this time
 6. CIRP 2009 – no data yet
 7. Faculty Survey (HERI) – will be reviewed
 8. NSEE – will be reviewed
 9. Senior Survey (ACE-CIRP SR) – not ready for review
 10. Withdrawing/Non-Returning – This survey was removed from the assessment schedule.
 11. USAT – will be reviewed
5. A sign-up sheet for scheduled Non-academic Reviews for Fall 2009 was circulated.
6. A sub-committee for Review of the University Assessment Plan was formed. Barbara, Joan and Darla will review the University Assessment Plan.
7. Joan discussed the revisions of the templates. Members have new copies
8. Joan had a very good conversation with an Engineering person regarding the templates and Joan thanked the committee for their work on the reviews.
9. The committee discussed the need to review certificate programs. Carmen will bring a list of these programs to the next meeting.

10. Instructions to the annual reports assessment site with passwords will be sent to the members.
11. Darla submitted the Annual Assessment Report to University Senate.
12. For the next meeting, the committee will have reviewed the CQS on line and will discuss to what extent that tool is helpful. Also, the members will read the Alumni Outcomes Survey and discuss at the next meeting. As in the past, the committee is responding to this survey as a group to establish reliability and help those new to the process.
13. The next meeting is November 2, 2009, from 2:15-3:15.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union
President's Room
Monday, September 28th, 2009
2:15 pm – 3:15 pm

- 1) Welcome and Introductions
- 2) Minutes: May 4th, 2009
- 3) Election of New Chair
- 4) CLA Update: Joan
- 5) Overview of 2009-2010
 - a) Scheduled Academic Reviews
 - i) College of Nursing
 - ii) College of Education and Human Development
 - iii) Law School
 - iv) School of Medicine and Health Sciences
 - b) Scheduled Non-academic Reviews
 - c) Scheduled OIR Reviews
- 6) Next Meeting
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 2:15 – 3:00 p.m. Monday, September 28, 2009

In attendance: Barbara Combs, Sue Erickson, Cassie Gerhardt, Mary Askim-Lovseth, Kirsten Dauphinais, Joan Hawthorne, Dexter Perkins, Fred Remer, Tom Steen, Carmen Williams

Not in attendance: Gaye Burgess, Ruth Paur, Jo-Anne Yearwood,

1. A meeting of the University Senate Assessment Committee was convened on Monday, September 28, at 2:15 p.m.; Joan Hawthorne chaired the meeting.
2. Minutes from the May 4, 2009 meeting were approved as circulated.
3. Joan gave an update of the recent freshman CLA administration. 111 freshmen were tested in 2-hour blocks within 10 different sessions. The testing was done in the computer lab in Gamble Hall. All went well with the exception of a few students inadvertently “exiting” prior to completion of the survey. The committee discussed other possibilities for location for the senior administration coming up in February. Some possibilities might be setting up a laptop room in the union or a designated space in the Nursing building.
4. Joan gave an overview of the upcoming activities for 2009-2010. This fall, the committee will do the non-academic reviews as well as the OIR tools; in the spring the committee will review the academic areas (Nursing, EHD, Law, SMHS). Next meeting the schedule will be discussed further along with signup for the reviews.
5. The committee nominated a new chair, Barbara Combs. Her nomination was voted on and approved. Thank you Barbara!
6. The fall meeting dates were set: October 19, November 2, November 16, and November 30. Fred asked that the spring meeting dates be set earlier while members still have open calendar dates.
7. The meeting was adjourned at 3:05.

Minutes recorded by Carmen Williams

University Assessment Committee

Memorial Union
Monday, May 4th, 2009
1:00 pm – 2:00 pm

Agenda

- 1) Welcome
- 2) Minutes: April 27th, 2009
- 3) Reminder/update “Assessment Coffee” and “Assessment Lunch”-Joan
- 4) Committee Work
 - a) Academic Reviews, as available:
 - i) ***College of Business and Public Administration***
 - (1) Accounting
 - (2) Management
 - ii) ***JDO School for Aerospace Science***
 - (1) Atmospheric Science
 - (2) Space Studies
 - iii) ***School of Engineering and Mines***
 - (1) Mechanical Engineering
 - (2) Engineering PhD
- 5) Matters Arising
- 6) Next Meeting
 - a) TBA
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, May 4, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Kirsten Dauphinais, Joan Hawthorne, Jon Jackson, Naima Kaabouch, Nancy Krom, Fred Remer, Sharlette Seelan, Tom Steen, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Barbara Combs, Cassie Gerhardt, Nick Schmitz, Dan Tienter

1. A meeting of the University Senate Assessment Committee was convened on Monday, May 4 at 1 p.m., chaired by Darla Adams
2. Minutes from the April 27 meeting were approved as circulated.
3. Joan reported on the May 12th luncheon meeting for Deans and Chairpersons to discuss their assessment reviews/efforts. Joan needs the updated information on reviews electronically and will have copies for the meetings. There was a suggestion for a handout of student learning/a model. There are 32 signed up for the luncheon. A number of assessment members will be at the luncheon. Joan will send out a memo to review the work the committee has done, the issues and problems the committee seen. The committee will talk about 10 minutes in general about goals and 5-7 minutes to each department in general conversation and any answer any specific questions from chairpersons. Joan will send out the event notes to next year's departments that will be reviewed. On May 13th a coffee meeting will be held for the non-academic departments to have discussions about their assessment reviews/efforts. Carmen will check on last year's reviews to see that they are on the website. This discussion will be from 8:30-9:30 and the meeting is in the Badlands Room. There are 22 signed up for the meeting. Members look back at last falls' reviews and discussions will include what the committee looks for in goals, general comments and offer advise.
4. There was a discussion: Are instructions for annual reporting in line with student learning?
5. The committee will have 4 new members next fall and will elect a new chair. Student Government will assign students to committees earlier.
6. Annual Report of UAC to University Faculty Senate in October.

Darla thanked the committee for the good work done this year.

This is the last meeting for the spring semester.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union
Monday, April 27th, 2009
1:00 pm – 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: April 6th, 2009
- 3) Report on CLA-Joan
- 4) Committee Work
 - a) Academic Reviews, as available:
 - i) ***College of Business and Public Administration***
 - (1) Finance
 - ii) ***JDO School for Aerospace Science***
 - (1) Computer Science
 - (2) Earth Systems Science and Policy
 - iii) ***School of Engineering and Mines***
 - (1) Geological Engineering
 - (2) Geology
 - (3) Civil Engineering
 - (4) Electrical Engineering
 - (5) Others
- 5) Matters Arising
- 6) Next Meeting
 - a) TBA
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 3:00 p.m. Monday, April 27, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Fred Remer, Sharlette Seelan, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Jon Jackson, Nick Schmitz, Tom Steen, Dan Tienter

1. A meeting of the University Senate Assessment Committee was convened on Monday, April 27 at 1 p.m., chaired by Darla Adams
2. Minutes from the April 6 meeting were approved as circulated.
3. Joan reported on the CLA sub-committee meeting. The sub-committee met on April 27 and is working on procedures for the upcoming administration of the CLA. Registration is in early summer. CLA provides proctor training. The training is probably available via a webinar and/or booklet. Joan will get trained, along with Carmen and Sue. She asked for other committee volunteers to help in proctoring the CLA. Cassie, Mary, Barbara, and Darla volunteered to be proctors and go through the training.
4. Joan reported on the May 12th luncheon meeting for Deans and Chairpersons to discuss their assessment reviews/efforts. Joan will photo copy all reviews for the meeting. All assessment members are urged to attend and give insight. The luncheon will be in Swanson 16/18 beginning at 12:30. On May 13th a coffee meeting will be held for the non-academic departments to have discussions about their assessment reviews/efforts. This discussion will be from 8:30-9:30 and the meeting location will be arranged.
5. Committee Work
 - a) Finance – the committee accepted with changes
 - b) Technology – the committee accepted with changes
 - c) Marketing – the committee accepted
 - d) Computer Science – the committee accepted
 - e) Earth Systems Science and Policy – the committee accepted with changes
 - f) Space Studies – will finalize next week
 - g) Geological Engineering – the committee accepted
 - h) Geology – the committee accepted
 - i) Civil Engineering – the committee accepted
 - j) Electrical Engineering – the committee accepted
 - k) Political Science – the committee accepted
 - l) Chemical Engineering – the committee accepted with changes
6. At the next meeting the committee will review the following academic departments:
 - a)Accounting
 - b)Management
 - c)Atmospheric Science
 - d)Space Studies
 - e) Mechanical Engineering
 - f) Engineering (PhD program)

Next meeting: May 4, 2009, 1:00 at the Memorial Room at the Memorial Union.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union
Monday, April 6th, 2009
1:00 pm – 2:00 pm

Agenda

- 1) Welcome
- 2) Minutes: February 23, 2009
- 3) Report regarding Dean's Council and the CLA
- 4) Committee Work
 - a) Academic Reviews, as available:
 - i) ***College of Business and Public Administration***
 - (1) College of Business and Public Administration
 - (2) Information Systems and Business Education
 - (3) Economics
 - (4) Others
 - ii) ***JDO School for Aerospace Science***
 - (1) Computer Science
 - (2) Others
 - iii) ***School of Engineering and Mines***
 - (1) Geological Engineering
 - (2) Civil Engineering
 - (3) Others
- 5) Matters Arising
- 6) Next Meeting
 - a) TBA
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, April 6, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Joan Hawthorne, Naima Kaabouch, Nancy Krom, Fred Remer, Sharlette Seelan, Tom Steen, Dan Tienter, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Cassie Gerhardt, Jon Jackson, Nick Schmitz

1. A meeting of the University Senate Assessment Committee was convened on Monday, April 6 at 1 p.m., chaired by Darla Adams
2. Minutes from the February 23 meeting were approved as circulated.
3. Joan distributed and discussed the updated report plan for administering the CLA (Collegiate Learning Assessment) for compliance with the VSA (Voluntary System of Accountability). There is a workshop on the administration of the CLA on Thursday, April 9 at 1-2 pm and also on May 5. Members who are interested in learning more about the administration of the CLA may register on the CLA website for the upcoming workshop.
4. Joan brought up the idea of the Assessment Committee possibly hosting a luncheon meeting with a designee from every reviewed department as well as those departments to be reviewed in the next cycle. The department chairs and deans would also be invited. Perhaps there could be a short presentation and then the attendees could break out, by college, to have discussions about their assessment reviews/efforts. After discussing the idea, Joan suggested that a small group get together to plan such event. A sub group was formed including Joan, Fred, Mary, and Naima.
5. A CLA sub group committee was formed including Joan, Carmen, Sue Erickson, Darla and Barbara that will meet a couple of times to discuss the administration of the CLA after attending the workshop webinar.
6. Barbara mentioned an update for improving the assessment review template. A series of checkboxes will be added toward the end of the template so that members can check off the types of documents reviewed while preparing the review. The committee approved of this change. Joan will update the template and we will place this into use beginning next year.
7. The academic, non academic reviews and survey reviews for all years are posted on the Assessment website. The password and directions to the reviews will be sent to the members.
8. Committee Work
 - a) College of Business and Public Administration – the committee accepted with changes
 - b) ISBE – the committee accepted with changes
 - c) Economics – the committee accepted
 - d) Finance – the committee will vote at the next meeting with new changes
9. Darla will collect all finalized/approved reviews and then will send to Joan and Carmen.

Next meetings: April 27, 2009, 1:00-3:00 and May 4 at the Memorial Room at the Memorial Union.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Union
Monday, February 23, 2009
1:00 pm – 2:00 pm

Working Agenda

- 1) Welcome
- 2) Minutes: January 26, 2009
- 3) Subcommittee report regarding CLA
- 4) Committee Work
 - a) Academic Reviews, as available:
 - i) *College of Business and Public Administration*
 - ii) *JDO School for Aerospace Science*
 - iii) *School of Engineering and Mines*
- 5) Matters Arising
- 6) Next Meeting
 - a) Monday, Date: March 9, 2009; Time: 1:00-2:00 pm
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, February 23, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Naima Kaabouch, Nancy Krom, Fred Remer, Tom Steen, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Nick Schmitz, Sharlette Seelan, Dan Tienter

1. A meeting of the University Senate Assessment Committee was convened on Monday, February 23 at 1 p.m., chaired by Darla Adams
2. Minutes from the January 26 meeting were approved as circulated.
3. Administration of the CLA (Collegiate Learning Assessment) for compliance with the VSA (Voluntary System of Accountability)
Joan distributed a plan for administering the CLA that the UAC subgroup had developed. The document outlined a plan for testing, recruitment, testing dates, and incentives for both student groups (First-Year Students and Senior Students). The committee discussed the plan and different options for promoting participation. The committee asked Joan to submit the plan to the Dean's Council in March and bring back to the committee their decision.
4. There were no Academic Reviews.
5. The sign-up sheet for 2009 reviews was distributed.

Next meeting: March 23, 2009, 1:00-2:00, at the Memorial Room at the Memorial Union.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Room, Memorial Union

January 26, 2009 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Announcements
 - a) Meeting dates and times for Spring Semester
- 2) Minutes: December 1st , 2008
- 3) Report from Dean's Council regarding VSA and CLA-Joan
- 4) Report regarding meeting with Student Government-Joan
- 5) Review of annual report as a group
 - a) Review of the Assessment portion of Annual Report for Aviation Instruction
- 6) Committee Work
 - a) Sign up for reviews
- 7) Matters Arising
- 8) Next Meeting: February 23, 2009 Memorial Room
- 9) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, January 26, 2009

In attendance: Darla Adams, Mary Askim-Lovseth, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Naima Kaabouch, Nancy Krom, Fred Remer, Dan Tienter, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Nick Schmitz, Sharlette Seelan

1. A meeting of the University Senate Assessment Committee was convened on Monday, January 26th at 1 p.m., chaired by Darla Adams

2. Minutes from the December 1st meeting were approved as circulated.

3. VSA “Voluntary System of Accountability”

a) Joan provided a report from Dean’s Council regarding VSA and CLA testing. The Dean’s Council is fine with the CLA, the best test suited and component of the VSA. The Dean’s Council requested more concrete information regarding cost, motivation for students to complete the CLA, and proposed schedule (is fall 2009 a feasible start time). A subgroup from the Assessment Committee was formed to look at these issues related to the CLA. This subgroup will bring their suggestions back to the Assessment Committee for their approval in February prior to Joan bringing it back to the Dean’s Council in March.

b) Joan attended a Student Government meeting to obtain suggestions from the group regarding student incentives for taking the CLA. Suggestions such as monetary incentives, gift certificates, extra credit, prizes, an Assessment Day in which all students would be involved and winning a seat in the Presidential Suite at a Hockey game including food and inviting a friend were suggested. Dan Tienter suggested that students involved in Student Organizations could be recruited for the CLA and monetary incentives offered that would then be donated to a Student Organization of their choice. Also, monetary incentives or drawings for students scoring in the top of their quartile were discussed as a possibility by the group.

c) There is a question if transfer students would be included in the testing. Joan will check further on this. She will also schedule the subgroup meeting.

4. As a review process for the continued members and a learning process for the new members, the committee did a group review of the assessment portion of the annual report for Aviation Instruction. The members then circulated a sign-up sheet for the 2009 reviews. Joan will send letters to departments regarding aligning their goals with the new Essential Studies goals. This will make it easier for the reviewers.

Next meeting: February 23, 2009 at the Memorial Room at the Memorial Union.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Room, Memorial Union
December 1st, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Announcements
- 2) Minutes: November 17th, 2008
- 3) Committee Work
 - a) Graduating Student Survey
 - b) Student Satisfaction Survey, PSOL
- 4) VSA “Voluntary System of Accountability”
 - a) Further evaluation of the CLA for possible recommendation
 - b) Ideas for recruiting students to take CLA or other chosen value-added test
- 5) Matters Arising
- 6) Next Meeting: To be determined! Please bring calendar.
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, December 1, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Fred Remer, Nick Schmitz, Sharlette Seelan, Paul Sum, Dan Tienter, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Naima Kaabouch

1. A meeting of the University Senate Assessment Committee was convened on Monday, December 1st at 1 p.m., chaired by Darla Adams

2. Minutes from the November 17th were approved as circulated.

3. Committee Work

- a) Graduating Student Survey – Jon and Cassie reported and the committee accepted the review with changes (changes will be made on question 5 to reflect the goals that are identified on the GSS).
- b) Student Satisfaction Inventory, PSOL – Barb and Joan reported and the committee accepted the review.
- b) Questions 20, 21 and 22 will be eliminated from the OIR Assessment Tool Review. Carmen/OIR will attempt to collect this information from the feedback that they receive.
- c) Joan will e-mail Carmen the three revised templates to be posted on the web.

4. VSA “Voluntary System of Accountability”

- a) Joan provided additional information regarding the CLA. The committee discussed and also talked about different options for promoting participation (especially for the seniors).

Of the three different exams, the CLA is the choice of the committee. Joan will attend the Council of Deans January meeting and report back to the committee.

5. Committee members will send their spring schedules to Darla.

6. The meeting adjourned at 2:00 pm.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Room, Memorial Union
November 17th, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Announcements
- 2) Minutes: November 3rd, 2008
- 3) Committee Work
 - a) Graduating Student Survey
- 4) VSA “Voluntary System of Accountability”
 - a) Evaluation of CAAP and CLE tests for recommendation to Council of Deans
 - b) Website: <http://www.voluntarysystem.org/index.cfm>
- 5) Matters Arising
- 6) Next Meeting: December 1, 2008
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m. Monday, November 17, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Joan Hawthorne, Nancy Krom, Fred Remer, Nick Schmitz, Sharlette Seelan, Dan Tienter, Carmen Williams

Not in attendance: Albert Berger, Gaye Burgess, Cassie Gerhardt, Jon Jackson, Naima Kaabouch, Paul Sum

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 17th at 1 p.m., chaired by Darla Adams
2. Minutes from the November 3rd were approved as circulated.
3. Committee Work for next meeting includes:
 - a) Graduating Student Survey – Jon and Cassie
 - b) Student Satisfaction Inventory, PSOL – Barb and Joan- Dec 1
4. VSA “Voluntary System of Accountability”
 - a) Joan distributed the CAAP and CLA testing brochures and articles. There was wide discussion. Discussion occurred regarding possibly contacting student government for ideas on forming student focus groups for student recruitment to take value-added exams for VSA . CLA exam was most popular among the assessment members. Joan recommended discussing the CLA more thoroughly at the December 1 meeting and deciding on a recommendation to go to the Council of Deans at that time. Group will also discuss ideas for recruiting students to take these exams at the December meeting.
 - b) November 18 at 11:00, 12:00 and 1:00 there are webinars to attend. Include your name, address and when you are attending at CLA@CCAEOrg .
5. The next meeting will be held on December 1 at 1 p.m. Members bring spring semester schedules to plan meeting times.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Room, Memorial Union
November 3rd, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Announcements
- 2) Minutes: October 20th, 2008
- 3) Committee Work
 - a) Freshman CIRP
 - b) Graduating Student Survey
 - c) Student Satisfaction Inventory, PSOL
- 4) VSA “Voluntary System of Accountability”
 - a) Evaluation of MAPP exam for recommendation to Council of Deans
 - b) Website: <http://www.voluntarysystem.org/index.cfm>
- 5) Matters Arising
- 6) Next Meeting: November 17th, 2008
- 7) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m. Monday, November 3, 2008

In attendance: Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Naima Kaabouch, Nancy Krom, Nick Schmitz, Sharlette Seelan, Paul Sum, Carmen Williams

Not in attendance: Darla Adams, Albert Berger, Gaye Burgess, Barbara Combs, Fred Remer, Dan Tienter

1. A meeting of the University Senate Assessment Committee was convened on Monday, November 3rd at 1 p.m., chaired by Kirsten Dauphinais.

2. Minutes from the October 20th meeting were approved as circulated.

3. Committee Work:

a) Freshman CIRP - Paul and Sharlette shared comments from the Freshman CIRP review. It was mentioned to re-write the goals to match wording for Essential Studies. Tom Steen, Carmen and Joan have worked on re-wording for other ES things and will use this new wording for future surveys. Carmen does follow through on recommendations and tracks items on a spreadsheet.

Members who review the assessment tools will write a paragraph of “What faculty might find useful in this survey?” The template will also be changed to add this as question #23.

b) Graduating Student Survey – will be evaluated by Jon & Cassie

c) Student Satisfaction Inventory PSOL – Barb and Joan pending

4. VSA “Voluntary System of Accountability”

a) Joan distributed the MAPP testing brochures and articles. There was wide discussion. To utilize this tool, students have to have taken either an ACT or SAT exam. A template for judging the VSA outcome instruments was considered. Joan reported that many schools have gone to the newer CLA instrument. Costs are a consideration. The MAPP is \$7,400 and then \$14.80 per test per student if over 500 students. The writing exam is another \$5/test.

Ideas for the MAPP (other) testing: for freshmen - Getting Started/Welcome Weekend; for seniors - Financial Aid-Exit Counseling session, build into a class, an assessment day, capstone classes. The committee discussed talking with Student Government and/or doing focus groups to talk to students to get additional input.

b) For the next meeting, members are to look at CAAP and CLA tests.

5. The next meetings will be held on November 17 and December 1 at 1 p.m.

Minutes recorded by Nancy Krom

University Assessment Committee

Memorial Room, Memorial Union
October 20th, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Announcements
- 2) Minutes: September 22, 2008
- 3) Annual Report of UAC to University Faculty Senate
 - a) Approved at October 2 Senate meeting
- 4) Revised Assessment Form
 - a) Reflect the updated Essential Studies goals
- 5) VSA “Voluntary System of Accountability”
 - a) Reviews of CAAP, MAPP, and CLA
 - b) Website: <http://www.voluntarysystem.org/index.cfm>
- 6) Committee Work
 - a) Student Satisfaction Inventory, PSOL: ready for review
 - b) Freshman CIRP – pending
 - c) Graduating Student Survey – pending
- 7) Matters Arising
- 8) Next Meeting: Day & Date: _____
- 9) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 p.m. Monday, October 20, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Daupainais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Naima Kaabouch, Nancy Krom, Fred Remer, Sharlette Seelan, Tom Steen, Paul Sum,

Not in attendance: Gaye Burgess, Carmen Williams

A meeting of the University Senate Assessment Committee was convened on Monday, October 20th at 1 p.m. by committee chair Darla Adams.

- Minutes from the September 22nd meeting were approved as circulated.
- The committee welcomed students who will serve as student reps to the committee, they are Dan Tienter and Nick Schmitz. Dan Tienter is a Senior, Political Science major and Greek Housing Senator. Nick Schmitz is a freshmen, a Geography major.
- The annual report of UAC to University Faculty Senate was approved at the October 2 Senate meeting.
- Darla distributed the revised Assessment Forms for Academic Departments and Non-Academic Units on assessment activities. These revised assessment forms include the new Essential Studies elements. The committee approved the forms.
- Joan and Darla distributed information regarding VSA “Voluntary System of Accountability” to the committee. Committee members were provided the email address for the VSA. UND is not currently a member of VSA but is carefully considering it and most likely will be in the near future. Most of our peer institutions have registered with the VSA. The three ‘value added’ tests that are included in the VSA are the CAAP, MAPP, and CLA. The committee members will look at the information on the VSA website and will research each of the three ‘value added’ exams individually. This information will be brought back to this committee so that members can provide a recommendation to the campus. Assessment members who obtain helpful information regarding any of these exams should send these links of interest to Nancy and the rest of the committee. The Council of Deans is waiting to hear from the committee regarding our recommendations on which test(s) UND should use. The Council of Deans meet in January. The tests are costly. The tests will be given to 1st semester, 1st year students and last semester Senior students. There was discussion regarding incentives to recruit students to take the tests. There was discussion regarding the possibility of holding student focus groups to discuss the matter of student recruitment for these exams.
- Recommendations from this committee to discuss talking to the rest of the campus about this plan
- Tom Steen discussed the VSA and also the CAAP, MAPP and CLA tests.

Committee Work:

- **Student Satisfaction Inventory, PSOL** – will be evaluated by Barbara and Joan

- **Freshman CIRP** – has been evaluated by Sharlette & Paul and will be presented at the next meeting.
- **Graduating Student Survey** – will be evaluated by Jon & Cassie

The next meetings will be held on November 3, 17 and December 1 at 1 p.m.

Minutes recorded by Nancy Krom

University Assessment Committee

Prairie Room, Memorial Union
September 8, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Introductions
- 2) Minutes: April 14, 2008
- 3) University Assessment Plan, University Senate May 1, 2008
 - a) <http://www.und.edu/dept/datacol/assessment/CommitteePlan/index.htm>
- 4) Committee Work – Tabled from Spring 2008 (from Annual Reports 2006-2007)
 - a) Women Studies:
 - b) Continuing Education Programs:
- 5) 5) Grading Rubrics relative to Essential Studies Goals
- 6) Committee Work -- 2008-2009
 - a) OIR Tools (Fall 2008)
 - b) Non-Academic Units (Fall 2008)
 - c) Academic Units: (Spring 2009)
 - d) Updates to Templates (ES Goals)
 - e) University Mission Statement: Discussion with Joan
- 7) Upcoming items to consider for UAC
 - a) Closing the Loop template for documentation
 - b) 'Integration of Assessment Activities.' Moving from only course assessment activities to course assessment in relationship to the program
 - c) HLC Final Report
 - d) Chair evaluations of UAC reviews and communications: Joan
- 8) Election of Chair
- 9) Matters Arising
- 10) Next Meeting: Day & Date:
- 11) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 1:00 – 2:00 September 8, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Naima Kaabouch, Nancy Krom, Renee Mabey, Fred Remer, Sharlette Seelan, Paul Sum, Carmen Williams

Not in attendance: Gaye Burgess, Jon Jackson

- 1) A meeting of the Senate University Assessment Committee was held on Monday, September 8, 2008, Prairie Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.
- 2) Following a welcome and introductions, the minutes for the April 14, 2008 meeting were approved.
- 3) The University Assessment Plan was approved by the University Senate May 1, 2008. The University Assessment Plan is on the Assessment webpage, <http://www.und.edu/dept/datacol/assessment/CommitteePlan/index.htm>.
- 4) Grading Rubrics relative to Essential Studies Goals. Joan will take the comments back to Essential Studies and if they have questions and feedback, she will bring back to the committee.
- 5) Committee Work
 - a) Academic Reviews: reviewed the Spring 2009 schedule. Will make assignments at a later date.
 - b) Non-Academic Unit Reviews: Joan will check on Continuing Education Programs and Womens Studies.
 - c) OIR Tools: Carmen will update the schedule and clarify what is to be done. OIR reports distributed were: 2008 Graduating Student Survey, 2008 Placement, 2008 ACT Withdrawing/Non-Returning and 2008 CIRP Freshman.
 - d) Update to templates: Renee discussed need for goals on the UAC templates to be brought into alignment with the newly approved ES goals. A closing the loop document is also available for departments to use when tracking changes resulting from assessment.
 - e) University Mission Statement: Goals and mission should match the Essential Studies goals. Joan suggested that a sub-committee be formed to make recommendations to update the mission, aligning it to match the new Essential Studies goals.
- 6) Upcoming items to consider for UAC
 - a) A form for closing the loop, when a change is made.
 - b) Ask departments to be more specific on how courses fit with the departmental or program mission and goals.

- c) HLC Final Report: Joan will e-mail to Renee.
 - d) Chair evaluations of UAC reviews and communications: Joan mentioned that she has received very few comments
- 7) The UAC approved the UAC 2007-2008 Annual Report. Renee will send the Annual Report to the Senate for the October 2 meeting.
 - 8) There was conversation about students being members on the Assessment Committee. Nancy will check with the Registrars Office, other members might also refer interested students.
 - 9) Renee thanked the committee and the committee thanked Renee for her leadership.
 - 10) Darla Adams was nominated for Chair, voted on and passed unanimously.
 - 11) A meeting will be tentatively scheduled in two weeks from today.
 - 12) The meeting adjourned at 1:45 pm.

Minutes recorded by Nancy Krom.

University Assessment Committee

Memorial Room, Memorial Union
September 22, 2008 at 1:00 – 2:00 pm

Agenda

- 1) Welcome & Introductions
- 2) Minutes: September 8, 2008
- 3) Introduction to Assessment Committee
 - a) Purpose and Function
 - b) Notebooks/Packets
 - c) University Assessment Website
- 4) HLC Final Report
 - a) Assessment committee goals following HLC visit
 - b) Suggestions/concerns
- 5) Committee Work
 - a) Interest in review of evaluation process
 - b) OIR Tools (Fall 2008)
 - c) Non-Academic Reviews: Student Support Services(1) (Fall 2008)
- 6) Tabled from Spring 2008 (from Annual Reports 2006-2007)
 - a) Women Studies: Mabey, Burgess
 - b) Continuing Education Programs: Hawthorne, Adams
- 7) Matters Arising
- 8) Next Meeting: Day & Date: _____
- 9) Adjournment

UNIVERSITY SENATE ASSESSMENT COMMITTEE

Minutes from the meeting at 1:00 – 2:00 p.m. Monday, September 22, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Daupainais, Naima Kaabouch, Fred Remer, Paul Sum, Cassie Gerhardt, Jon Jackson, Sharlette Seelan, Joan Hawthorne, Carmen Williams, Sue Erickson

Not in attendance: Gaye Burgess, Nancy Krom

A meeting of the University Senate Assessment Committee was convened on Monday, September 22nd at 1 p.m. by committee chair Darla Adams.

- Minutes from the September 8th meeting were approved as circulated.
- A brief review of the history of the Assessment Committee and how it came to be in its current form was given by Joan with historical input from Paul.
- It was determined the purpose and function were reviewed Spring 2008 and therefore not needed to be done this year.
- Joan would like to see further work done on disseminating information on assessment University-wide. The committee would be benefitted by thinking of ways this can happen while conducting reviews this year.
- Darla gave a short overview of the notebooks.
- Carmen provided an overview of the Assessment website maintained by Institutional Research, including links to surveys and assessment committee minutes. It was questioned whether the model assessment plans were still needed and if those posted were still model plans. It was noted it would also be beneficial to add departmental reviews to the website (password protected) to assist in continuing evaluation.
- Assessment forms will need to be modified to reflect the updated Essential Studies goals. Joan will make some revisions and bring the form to committee for approval.
- Joan highlighted items from final report prepared following the HLC focus visit on assessment.

Committee Work:

- It was decided the group should complete one review as a whole to ensure consistency and eliminate potential biases when looking at department reports. This will occur in January when departmental review begins.
- Continuing Education and Womens Studies will not be reviewed at this time and dropped from the list.
- **Freshman CIRP** – will be evaluated by Sharlette & Paul
- **Graduating Student Survey** – will be evaluated by Jon & Cassie
- Student Support Services will be assigned later in the term after 2007-08 annual reports have been submitted.

The next meeting will be held October 20th at 1 p.m.

Minutes recorded by Sue Erickson

Senate University Assessment Committee

Memorial Union
Monday, April 14, 2008
2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: March 31, 2008
- 3) HLC: Joan
- 4) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete.
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Women Studies: Fall 2008
 - c) Non-Academic Units:
 - i) Continuing Education Programs
 - ii) Student Health Services (SOS)
 - iii) University Children's Center
- 5) University Assessment Plan - Senate May 1, 2008
 - a) <http://www.und.edu/dept/datacol/assessment/CommitteePlan/index.htm>
- 6) Upcoming items to consider for UAC
- 7) Matters Arising
- 8) -Next Meeting
- 9) -Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 April 14, 2008

In attendance: Beth Bjerke, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Nancy Krom, Renee Mabey, Sharlette Seelan, Carmen Williams

Not in attendance: Darla Adams, Collin Anderson, Mary Askim-Lovseth, Gaye Burgess, Jon Jackson, James Miles, Nabil Suleiman

1) A meeting of the Senate University Assessment Committee was held on Monday, April 14, 2008, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the March 31, 2008 meeting were approved.

3) Joan reported on the visit of the HLC committee. While the written report isn't in yet, the HLC gave a very complimentary oral report of the assessment progress that has been made, the strong leadership and the degree of responsibility that the faculty have taken, including the guidance of the General Education and Assessment Committees. She mentioned that it is important to keep the level of progress going.

4) Committee Work

- a) Academic Reviews: Women Studies review will be on hold until Fall 2008.
- b) Non-Academic Unit Reviews: Continuing Education Programs will be reported on in Fall 2008, Student Health Services was approved with additional comments. University Children's Center will be reported on at a later time.

5) University Assessment Plan is on the web and awaiting Senate discussion/approval at the May 1, 2008, Senate meeting.

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

6) Joan distributed seven different rubrics to the committee and after some discussion, asked the members to review the handouts and get back to her within two weeks with any further comments.

7) A meeting will be tentatively scheduled in two weeks from today.

Upcoming items to consider:

*HLC meeting - Renee will give a report from this meeting that she attended

*Review and evaluation of the committee

Joan will send out the survey this week so we may have feedback to discuss at next meeting

*Update the template, essential goals, mission statement

8) The meeting adjourned at 3:00 pm.
Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
Monday, March 31, 2008
2:00 pm ◆ 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: March 17, 2008
- 3) HLC: Joan
- 4) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete.
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Women Studies
 - c) Non-Academic Units:
 - i) Continuing Education Programs
 - ii) Memorial Union
 - iii) American Indian Student Services
 - iv) Career Services
 - v) Counseling Center
 - vi) Multicultural Student Services
 - vii) Student Health Services
 - viii) University Children's Center
 - ix) Housing
- 5) University Assessment Plan
- 6) Matters Arising
- 7) Next Meeting
 - a) Monday, Date: April 14, 2008; Time: 2:00-3:00pm
- 8) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 March 31, 2008

In attendance: Darla Adams, Mary Askim-Lovseth, Beth Bjerke, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Sharlette Seelan, Nabil Suleiman

Not in attendance: Collin Anderson, Gaye Burgess, James Miles

- 1) A meeting of the Senate University Assessment Committee was held on Monday, March 31, 2008, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.
- 2) The minutes for the March 17, 2008 meeting were approved with a few suggested changes.
- 3) Joan reported on the upcoming visit and schedule of the HLC committee. The HLC will meet with the assessment committee at 10:00 am on Monday, April 7.
- 4) Committee Work
 - a) Academic Reviews: Women Studies review will be reported on at the next meeting.
 - b) Non-Academic Unit Reviews: Jon and Nabil reported on the Memorial Union review. Cassie and Sharlette reported on the American Indian Student Services and Multicultural Student Services reviews. Beth and Kirsten reported on the Career Services and Counseling Center reviews. Jon and Joan reported on the Housing review. The committee accepted the reviews. Continuing Education Programs, Student Health Services and University Children's Center will be reported on at the next meeting.
- 5) Renee distributed and discussed areas of The University Plan for Assessment of Student Learning and Development. Jon and Mary will be review the plan.
- 6) Renee will call to be on the agenda for the next Senate meeting.
- 7) Next Meeting Monday, April 14 from 2:00-3:00 pm.
- 8) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
Monday, March 17, 2008
2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: February 11, 2008
- 3) Discussion of HLC Document
- 4) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete!
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Women Studies
 - c) Non-Academic Units:
 - i) Continuing Education Programs
 - ii) Memorial Union
 - iii) American Indian Student Services
 - iv) Career Services
 - v) Counseling Center
 - vi) Multicultural Student Services
 - vii) Student Health Services
 - viii) University Children's Center
 - ix) Housing
- 5) Questions for Department Chairs regarding the UAC Reviews / Revisions
- 6) University Assessment Plan
- 7) Matters Arising
- 8) Next Meeting
 - a) Monday, Date: March 31, 2008; Time: 2:00-3:00 pm
- 9) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 March 17, 2008

In attendance: Darla Adams, Mary Askim-Lovseth, Beth Bjerke, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Carmen Williams

Not in attendance: Collin Anderson, Gaye Burgess, James Miles, Sharlette Seelan, Nabil Suleiman

1) A meeting of the Senate University Assessment Committee was held on Monday, March 17, 2008, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the February 11, 2008 meeting were approved.

3) Joan passed around a copy of the HLC report and led a discussion about the report and the upcoming focused visit. Current and past members of the University Assessment Committee will be invited to visit with the HLC team. Most likely that meeting will take place on Monday morning, April 7.

4) Committee Work

a) Academic Reviews: Women Studies review will be reported on at the next meeting.

b) Non-Academic Unit Reviews: Joan and Darla reported on the status of the Continuing Education Annual Report. Jon passed around copies of the Memorial Union and Housing review for discussion at the next meeting. Darla, Renee and Barbara will have a follow-up on University Children's Center. Other non-academic reviews will be reported on at the next meeting.

5) The University Plan for Assessment of Student Learning and Development was discussed by the committee and revisions were suggested. The committee approved and accepted the plan with the revisions.

6) The committee discussed the Evaluation of the UAC Review questionnaire. The departmental feedback forms will be sent out shortly, from Joan, along with an evaluation form. The evaluation forms will be returned to Nancy and she will compile the comments.

7) Next Meeting - Monday, March 31 from 2:00-3:00 pm.

8) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
Monday, February 11, 2008
2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: January 14, 2008
- 3) Discussion of HLC Document
- 4) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete!
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Art
 - ii) Languages
 - iii) Women Studies
 - c) Non-Academic Units
 - i) Continuing Education Programs
 - ii) Memorial Union
 - iii) American Indian Student Services
 - iv) Career Services
 - v) Counseling Center
 - vi) Multicultural Student Services
 - vii) Student Health Services
 - viii) University Children's Center
 - ix) Housing
- 5) Questions for Department Chairs regarding the UAC reviews of assessment activities (from the departmental Assessment Plan and Annual Report)
- 6) University Assessment Plan
- 7) HLC Report - Joan
- 8) Matters Arising
- 9) Next Meeting
 - a) Monday, February 25; 2:00-3:00 pm
- 10) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 February 11, 2008

In attendance: Mary Askim-Lovseth, Beth Bjerke, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Sharlette Seelan, Nabil Suleiman. Carmen Williams

Not in attendance: Darla Adams, Collin Anderson, Barbara Combs, Gaye Burgess, James Miles

1) A meeting of the Senate University Assessment Committee was held on Monday, February 11, 2008, Medora Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the January 28, 2008 meeting were approved.

3) The HLC Document is being written by Joan.

4) Committee Work

a) OIR Tools - Reviews for 2007-2008 are completed.

b) Academic Reviews: Barbara and Mary reported on the Art and Languages reviews and the committee accepted the reviews. Women Studies review may be reported on at the next meeting.

c) Non-Academic Unit Reviews: Renee reported on the University Children's Center review and the committee accepted the review. The following Units will be reviewed as available:

- 1) Continuing Education Programs
- 2) Memorial Union
- 3) American Indian Student Services
- 4) Career Services
- 5) Counseling Center
- 6) Multicultural Student Services
- 7) Student Health Services
- 8) Housing

Renee will email committee members a current template.

5) The University Assessment Plan is being worked on by Renee, Joan, Elizabeth, Cassie and Ryan.

6) The committee discussed the Evaluation of the UAC Review questionnaire. Renee will email committee members a revised Evaluation of the UAC Review questionnaire. Joan will send out a cover letter, the department review and the questionnaire during spring break to the departments. The departments will complete the questionnaire and return to Nancy Krom, Institutional Research.

7) Next Meeting Monday, February 25 from 2:00-3:00 pm.

8) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
Monday, January 28, 2008
2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: January 14, 2008
- 3) Discussion of HLC Document: Joan
- 4) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Art
 - ii) Languages
 - iii) Women Studies
 - c) Non-Academic Units: (Upcoming, for February 11 Meeting)
 - i) Continuing Education Programs
 - ii) Memorial Union
 - iii) American Indian Student Services
 - iv) Career Services
 - v) Counseling Center
 - vi) Multicultural Student Services
 - vii) Student Health Services
 - viii) University Children's Center
 - ix) Housing
- 5) University Assessment Plan
- 6) Matters Arising
- 7) Next Meeting
 - a) Monday, February 11; 2:00-3:00 pm
- 8) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 January 28, 2008

In attendance: Darla Adams, Mary Askim-Lovseth, Beth Bjerke, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Nabil Suleiman. Carmen Williams

Not in attendance: Collin Anderson, Barbara Combs, Gaye Burgess, James Miles, Sharlette Seelan,

1) A meeting of the Senate University Assessment Committee was held on Monday, January 28, 2008, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the January 14, 2008 meeting were approved.

3) There was discussion of the HLC Document that Joan has written.

4) Committee Work

a) OIR Tools - Reviews for 2007-2008 are completed.

b) Academic Reviews: Barbara and Mary will report on Art and Languages at the next meeting. Renee and Gaye will report on Women Studies at the next meeting.

c) Non-Academic Unit Reviews: Assignments were made to the upcoming reviews. The departments that will be reviewed this Spring 2008:

- 1) Continuing Education Programs
- 2) Memorial Union
- 3) American Indian Student Services
- 4) Career Services
- 5) Counseling Center
- 6) Multicultural Student Services
- 7) Student Health Services
- 8) University Children's Center
- 9) Housing

Renee will email committee members a current template.

5) The University Assessment Plan is being worked on by Renee, Joan, Elizabeth, Cassie and Ryan. ♦ There will be a draft copy of the University Assessment Plan for members to read by February 11, 2008.

6) Next Meeting: Monday, February 11 from 2:00-3:00 pm.

7) The meeting adjourned at 2:45 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
Monday, January 14, 2008
2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: December 17, 2007
- 3) Committee Work
 - a) OIR Tools - Reviews for 2007-2008 are complete
 - b) Academic Reviews, as available: *Arts & Sciences*
 - i) Art
 - ii) Languages
 - iii) Psychology
 - iv) Women Studies
 - c) Non-Academic Units: (reviews are on hold until spring 2008)
 - i) Continuing Education Programs
 - ii) Memorial Union
 - iii) American Indian Student Services
 - iv) Career Services
 - v) Counseling Center
 - vi) Multicultural Student Services
 - vii) Student Health Services
 - viii) University Children's Center
 - ix) Housing
- 4) University Assessment Plan
- 5) Matters Arising
- 6) Next Meeting
 - a) Monday, January 28 from 2:00-3:00pm
- 7) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 January 14, 2008

In attendance: Darla Adams, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Carmen Williams

Not in attendance: Collin Anderson, Mary Askim-Lovseth, Gaye Burgess, Beth Bjerke, James Miles, Sharlette Seelan, Nabil Suleiman

1) A meeting of the Senate University Assessment Committee was held on Monday, January 14, 2008, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the December 17, 2007 meeting were approved.

3) Committee Work

a) OIR Tools - Reviews for 2007-2008 are completed.

b) Academic Reviews: Barbara and Mary will report on Art and Languages at the next meeting. Renee and Gaye will report on Women Studies at the next meeting. Kirsten reported on Psychology and the committee accepted the review with a suggested paragraph.

c) Non-Academic Unit Reviews: Assignments were made to the upcoming reviews. The departments that will be reviewed this Spring 2008:

- 1) Continuing Education Programs
- 2) Memorial Union
- 3) American Indian Student Services
- 4) Career Services
- 5) Counseling Center
- 6) Multicultural Student Services
- 7) Student Health Services
- 8) University Children's Center
- 9) Housing

Renee will email committee members a current template.

4) The University Assessment Plan is being worked on by Renee, Joan, Elizabeth, Cassie and Ryan.

5) The committee will revisit the discussion of essential studies aligning with department goals next year.

6) Matters Arising:

The committee discussed reviewing the work of the committee and also concluding the overall state of assessment at UND. In February, the majority of reviewed departments will receive the assessment reviews, from the assessment committee. The committee discussed a survey tool to also go out asking (chairs?) for input as to how helpful the assessment review was. Renee will draft the questions that were discussed.

At the next meeting, Joan will have the draft copy of the HLC report for members to read.

7) Next Meeting - Monday, January 28 from 2:00-3:00 pm.

8) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
December 17, 2007, 2:00pm-3:00pm

Agenda

- 1) Welcome
- 2) Minutes: December 3, 2007
- 3) Committee Work
 - a) IR Tools
 - i) FSSE
 - b) Academic Reviews, as available: Arts & Sciences
 - i) Communication Science & Disorders
 - ii) Music
 - iii) Art
 - iv) Forensic Science
 - v) School of Communication
 - vi) Theatre Arts
 - vii) Assignment list attached
 - c) Non-Academic Units: (reviews are on hold until spring 2008)
- 4) University Assessment Plan
 - a) Renee Mabey, Joan Hawthorne, Elizabeth Bjerke, Cassie Gerhardt, Ryan Zerr
- 5) Matters Arising
- 6) Next Meeting
 - a) Monday, January ____, 2008; _____
- 7) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 December 17, 2007

In attendance: Darla Adams, Beth Bjerke, Barbara Combs, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Nabil Suleiman, Carmen Williams

Not in attendance: Collin Anderson, Mary Askim-Lovseth, Gaye Burgess, James Miles, Sharlette Seelan

1) A meeting of the Senate University Assessment Committee was held on Monday, December 17, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the December 3, 2007 meeting were approved.

3) Committee Work

- a) IR Tools - Renee and Jon reported on the FSSE Survey review. The committee accepted the review.
- b) Academic Reviews: Barbara and Mary reported on the Communication Science & Disorders, Music and Art reviews. Renee reported on the Forensic Science review. Darla and Renee reported on the School of Communication review. Renee and Cassie reported on the Theatre Arts review. Beth and Kirsten reported on the Anthropology, Criminal Justice and Indian Studies review. Darla and Jon reported on the Biology and Chemistry reviews. Sharlette and Cassie reported on the Geography review. The committee accepted the reviews with a few suggested changes. Other academic reviews will be reported on at the next meeting. Joan mentioned that the VP office sends a letter to the Deans and she makes calls to the Deans regarding annual reports/assessment reports. The committee members need to send their reviews electronically to Renee, Joan and Nancy.
- c) Non-Academic Unit Reviews: These departments will be reviewed in spring 2008.

4) The University Assessment Plan is being worked on by Renee, Joan, Elizabeth, Cassie and Ryan.

5) Joan noted that on the Annual Report template, it would be helpful to the committee, and useful to department, to add a reminder such as, As you report on your assessment measures, please remember to look back at last year's goals and address activity.

6) Joan noted that the Spring Faculty Study Seminars will likely be on George Kuh's book which will discuss the NSSE and FSSE surveys. The seminar will include four meetings, beginning in February and will be addressed in the On Teaching Newsletter.

7) Next Meeting - Monday, January 14 from 2:00-3:00 pm.

8) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
December 3, 2007, 2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: November 5, 2007
- 3) Committee Work
 - a) IR Tools
 - i) Reports, as available:
 - (1) NSSE
 - (2) Assignment for FSSE
 - b) Academic Reviews, as available: Arts & Sciences
 - i) Sociology
 - ii) Mathematics
 - iii) Physics
 - iv) History
 - v) Additional reports, as available
 - vi) Assignment list attached
 - c) Non-Academic Units: (reviews are on hold until spring 2008)
 - 4) University Assessment Plan
 - a) Renee Mabey, Joan Hawthorne, Elizabeth Bjerke, Cassie Seal, Ryan Zerr
 - 5) Matters Arising
 - 6) Next Meeting
 - a) Monday, December 17; 2:00 pm - 3:00 pm
 - 7) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 December 3, 2007

In attendance: Darla Adams, Beth Bjerke, Mary Askim-Lovseth, Kirsten Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Valerie Johnson, Nancy Krom, Renee Mabey, Sharlette Seelan, Nabil Suleiman, Carmen Williams

Not in attendance: Collin Anderson, Gaye Burgess, Barbara Combs, James Miles

1) A meeting of the Senate University Assessment Committee was held on Monday, December 3, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) Following introductions, the minutes for the November 5, 2007 meeting were approved.

3) Valerie Johnson attended the meeting. Valerie is from Educational Leadership and is working with Joan Hawthorne in the VPAA office and is working with the upcoming Higher Learning Commission visit on April 7.

4) Committee Work

a) IR Tools Joan and Darla reported on the NSSE Survey review. The committee accepted the review. The NSSE Survey has useful data. The NSSE survey should have conversation across the campus; create more ways to communicate the results. Joan will talk to Anne Kelsch about the survey and possibly in doing an article in On Teaching, a luncheon discussion, and/or a faculty book review. Carmen has a 2 page report on NSSE that she has prepared for each college. The Council of Deans has the NSSE (per a retention committee subgroup) on the agenda for January 16. Renee and Jon will be reviewing the FSSE. Carmen distributed a 2 page executive summary of the FSSE to members.

b) Academic Reviews: Renee and Darla reported on the Sociology review. Joan and Nabil reported on the Mathematics and Physics review. Sharlette and Cassie reported on the History review. Joan and Jon reported on English and Interdisciplinary Studies. The committee accepted the reviews with the correction of a typographical note on Mathematics. Other academic reviews will be reported on at the next meeting. Joan mentioned that the VP office sends a letter to the Deans and she makes calls to the Deans regarding annual reports/assessment reports.

c) Non-Academic Unit Reviews: These departments will be reviewed in spring 2008.

5) The University Assessment Plan is being worked on by Renee, Joan, Elizabeth, Cassie and Ryan.

6) Jon announced the upcoming HERI Faculty Survey. Carmen has more details and timelines on this project. The President will likely send out a pre-invitation letter in mid-January, to faculty, announcing this.

7) Nancy will be sending a message asking for new spring schedules so we can set our meeting times.

8) Next Meeting - Monday, December 17 from 2:00-3:00 pm.

9) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union

November 5, 2007; 2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: October 22, 2007
- 3) Consent Agenda
 - a) Placement
- 4) Committee Work
 - a) IR Tools
 - i) Reports, as available:
 - (1) Sophomore Satisfaction
 - (2) NSSE
 - (3) Assignments for FSSE
 - b) Academic Reviews, as available: Arts & Sciences
 - i) Sociology
 - ii) Philosophy & Religion
 - iii) (Additional reports, as available)
 - iv) Assignment list attached
 - c) Non-Academic Units: (reviews are on hold until spring 2008)
- 5) Faculty Council, October 23; letter via Jan Orvik
- 6) University Assessment Plan
 - a) Renee Mabey, Joan Hawthorne, Elizabeth Bjerke, Cassie Gerhardt, (Gen Ed Member)
- 7) Matters Arising
- 8) Next Meeting
 - a) Monday, November 19; 2:00 pm - 3:00 pm
 - b) Person to chair meeting
- 9) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 November 5, 2007

In attendance: Beth Bjerke, Gaye Burgess, Barbara Combs, Kirsten Dauphinais, Sue Erickson, Cassie Gerhardt, Jon Jackson, Nancy Krom, Renee Mabey, Sharlette Seelan, Nabil Suleiman, Carmen Williams

Not in attendance: Darla Adams, Collin Anderson, Mary Askim, Joan Hawthorne, James Miles

1) A meeting of the University Assessment Committee was held on Monday, November 5, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) The minutes for the October 22, 2007 meeting were approved.

3) Renee will be gone at the next meeting and Beth will chair the meeting.

4) The University Assessment Plan Task Force includes Joan, Renee, Beth and Cassie. Ryan Zerr will join The University Assessment Plan Task Force at the meeting in December.

5) Jan Orvik sent out the message from the Senate University Assessment Committee that was to be read at the University Council by Tom Petros.

6) Consent Agenda

a) Beth and Kirsten reported on the Placement Survey/review. The general recommendation was that OIR add some limited questions if feasible and also address question 19 on the review form. The committee accepted the review.

7) Committee Work

a) IR Tools Sharlette and Cassie reported on the Sophomore Satisfaction Survey/review. They will submit a paragraph to Joan. The committee accepted the review. Joan and Darla will report on the NSSE Survey at the next meeting. The FSSE Survey is being worked on.

b) Academic Reviews: Renee and Gaye reported on the Philosophy and Religion/review. The committee accepted the review. Sharlette and Cassie reported on the Humanities & Integrated Studies/review. The committee accepted the review. The Sociology/review will be discussed at the next meeting.

c) Non-Academic Unit Reviews: These departments will be reviewed in spring 2008.

8) The committee discussed updating assessment plans on annual reports and date the plan.

9) Carmen noted that the 2007 Sophomore Survey and the 2007 National Survey of Student Engagement (NSSE) are now available online. The surveys are now IP protected and no passwords are needed. The surveys with some noteworthy items will be mentioned in the U Letter this week. OIR is also distributing comments from surveys to various Units. OIR also has a distribution/ tracking list of the surveys.

10) Next Meeting - Monday, November 19 from 2:00-3:00 pm.

11) The meeting adjourned at 2:45 pm.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee

Memorial Union
October 22, 2007; 2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: October 8, 2007
- 3) Gen Ed/Essential Studies: Ann Kelsch, Lori Robison
- 4) Consent Agenda
 - a) Sophomore Satisfaction
- 5) Committee Work
 - a) IR Tools
 - i) Reports, as available:
 - (1) Placement
 - (2) NSSE
 - (3) Assignments for FSSE
 - b) Academic Reviews, as available: Arts & Sciences
 - i) Mathematics
 - ii) Communication Sciences & Disorders
 - iii) Sociology
 - iv) Assignment list attached
 - c) Non-Academic Units: (reviews are on hold until spring 2008)
- 6) Faculty Council, October 23
- 7) Student Senate, October 21
- 8) Matters Arising
- 9) Next Meeting
 - a) Monday, November 5; 2:00 pm - 3:00 pm
- 10) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 October 22, 2007

In attendance: Darla Adams, Mary Askim, Gaye Burgess, Barbara Combs, Kristen Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Sharlette Seelan, Nabil Suleiman, Carmen Williams

Not in attendance: Collin Anderson, Beth Bjerke, James Miles

1) A meeting of the University Assessment Committee was held on Monday, October 22, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) Following introductions, the minutes for the October 8, 2007 meeting were approved.

3) Ann Kelsch and Lori Robison were at the meeting. Ann distributed and discussed the UND Bush Longitudinal Study: What Students Tell Us About Cross-Disciplinary General Education Goals and Learning. Lori Robison distributed and discussed the Essential Studies, Goals in Essential Studies, Essential Studies Requirements and A Transitional Year for General Education at UND. The committee members discussed the topics. Renee and the committee thanked Ann and Lori for their presentations and discussions.

4) Committee Work

a) IR Tools Sharlette and Cassie will report on the Sophomore Satisfaction Survey at the next meeting. Beth and Kirsten will report on the Placement Survey at the next meeting. Joan and Darla will report on the NSSE Survey at the next meeting. Carmen distributed the (2 page) NSSE Survey 2007 results to the members. The FSSE Survey is being worked on.

b) Academic Reviews: will be addressed as reviews become available.

c) Non-Academic Unit Reviews: These departments will be reviewed in spring 2008.

5) Renee distributed the report that she forwarded to Tom Petros to present at the Faculty Council on October 23. The committee accepted the report to be forwarded to Tom Petros.

6) Joan and Renee presented Assessment of Student Learning and the Assessment Tools at the Student Senate on October 21.

7) Matters Arising - The University Assessment Plan Task Force includes Joan, Renee, Beth and Cassie. Joan will contact Ryan Zerr.

8) Next Meeting - Monday, November 5 from 2:00-3:00 pm.

9) The meeting adjourned at 3:00 pm.

Minutes recorded by Nancy Krom.

University Assessment Committee

Memorial Room of Memorial Union

October 8, 2007; 2:00 pm - 3:00 pm

Agenda

- 1) Welcome
- 2) Minutes: September 24, 2007
- 3) Announcements
 - a) Annual Report at Senate October 4
 - b) Gen Ed/Essential Studies: Ann Kelsch, Lori Robison: October 22, 2007
- 4) Consent Agenda
- 5) Committee Work
 - a) IR Tools
 - i) Reports:
 - (1) Sophomore Satisfaction
 - (2) Placement
 - (3) Assignments for NSSE, FSSE
 - ii) Decision regarding ongoing reviews
 - (a) Non-returning Student Survey
 - (b) Employer Satisfaction Survey
 - (c) Campus Quality -- Employees
 - b) Academic Reviews: Arts & Sciences
 - i) Mathematics
 - ii) Communication Sciences & Disorders
 - iii) Sociology
 - iv) Assignment list attached
 - c) Non-Academic Unit Reviews:
 - i) Student & Outreach Services
 - ii) Finance & Operations
 - iii) Updated list of units to be reviewed
 - iv) Assignment list attached
- 6) Revisions to University Assessment Plan
 - a) Small group: membership
- 7) Faculty Council (October 19)
 - a) (themes to be identified)
- 8) Matters Arising
- 9) Next Meeting
 - a) Monday, October 22; 2:00 pm - 3:00 pm
- 10) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 October 8, 2007

In attendance: Darla Adams, Mary Askim, Beth Bjerke, Gaye Burgess, Barbara Combs, Kristen Dauphinais, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, SharletteSeelan

Not in attendance: Collin Anderson, James Miles, Nabil Suleiman, Carmen Williams

1) A meeting of the University Assessment Committee was held on Monday, October 8, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.

2) Following introductions, the minutes for the September 24, 2007 meeting were approved.

3) Renee was at the October Senate meeting and was available for questions regarding the Assessment Committee's Annual Report and to highlight the HLC visit.

4) Committee Work

a) IR Tools Sharlette and Cassie will report on the Sophomore Satisfaction Survey at the next meeting. Beth and Kirsten reported on the Placement Survey and they have some questions for Carmen. Carmen will address those questions at the next meeting. Joan and Darla will report on the NSSE survey. Renee sent out past reviews for the 1)non-returning, 2)employer satisfaction, 3)campus quality surveys to determine and discuss, at this meeting. It was suggested to suspend the review of these tools for one year that are not directly related to student learning.

b) Academic Reviews: Arts & Sciences - Some assignments for the *2007-2008 UAC Reviewers Worksheet* were made.

c) Non-Academic Unit Reviews: These departments will be reviewed in spring 2008.

5) Revisions to the University Assessment Plan will be worked on by a UAC subcommittee. The subcommittee will consist of Renee, Joan and Beth.

6) Report to Faculty Council (October 23) - The committee discussed to ask Tom Petros (2007-08 chair of University Senate), to mention that the HLC will be visiting the UND campus April 7 and 8.

7) General Education Committee - Tom Steen cannot attend the next meeting but Ann Kelsch and Lori Robison will attend the October 22 UAC Meeting.

8) Matters Arising - nothing mentioned at this time

9) Next Meeting - Monday, October 22 from 2:00-3:00 pm.

10) The meeting adjourned at 2:55 pm.
Minutes recorded by Nancy Krom.

University Assessment Committee

Memorial Room of Memorial Union
September 24, 2007; 2:00 pm - 3:00 pm

Agenda

- 1) Welcome and Introductions
- 2) Minutes: September 10, 2007
Minutes: April 26, 2007 (quorum needed to confirm approval of 9/10/07)
- 3) Election of chair (quorum needed to confirm vote of 9/10/07)
- 4) Announcements
 - a) Notebooks/Packets
 - b) Annual Report submitted for October 4 Senate Agenda
- 5) Consent Agenda
 - a) College of Nursing
- 6) Committee Work
 - a) IR Tools
 - i) Assignments
 - ii) Should UAC Continue to Review
 - (a) Non-returning Student Survey
 - (b) Employer Satisfaction Survey
 - (c) (Campus Quality)
 - b) Academic Reviews: Arts & Sciences
 - c) Non-Academic Unit Reviews: Student & Outreach Services
 - i) Assignments
- 7) Revisions to University Assessment Plan
 - a) Task Force membership
- 8) (Possible) Report to Faculty Council (October 19)
 - a) (themes to be identified)
- 9) General Education Committee
 - a) Tom Steen
- 10) Matters Arising
- 11) Next Meeting
 - a) Monday, October 8; 2:00 pm - 3:00 pm
- 12) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 2:00 - 3:00 September 24, 2007

In attendance: Mary Askim, Beth Bjerke, Gaye Burgess, Barbara Combs, Kristen Dauphinais, Sue Erickson, Cassie Gerhardt, Joan Hawthorne, Renee Mabey, Sharlette Seelan, Nabil Suleiman, Carmen Williams

Not in attendance: Darla Adams, Collin Anderson, Jon Jackson, James Miles

- 1) A meeting of the University Assessment Committee was held on Monday, September 24, 2007, Memorial Room of the Memorial Union. Renee Mabey, chair of the committee, convened the meeting.
- 2) Following a welcome and introductions, the minutes for the April 26, 2007 (quorum needed to confirm vote of 9/10/07), and September 10, 2007 meetings were approved as distributed.
- 3) Cassie Gerhardt moved and Joan Hawthorne seconded that Renee Mabey continue as chair for the 2007-08 academic year. The motion passed unanimously.
- 4) Renee thanked Nancy Krom for her work (& delivery) of the assessment committee notebooks and gave a brief overview of some of the contents.

Renee mentioned that she sent the Annual Report on to the Senate Executive Committee for the October 4, 2007 meeting of University Senate. She will be at the October Senate meeting to highlight some of the upcoming events and to be available for questions regarding the Assessment Committee's Annual Report.

5) Consent Agenda

The committee discussed the College of Nursing Assessment Review/Annual Report Feedback Form which was prepared from the 2005-06 assessment information. Joan Hawthorne moved and Beth Bjerke seconded to accept the review with changes. The motion passed unanimously.

6) Committee Work

a) IR Tools - The committee discussed the IR Tools and made assignments for the Sophomore Satisfaction and the Placement Survey. Renee will send out past reviews for the 1)non-returning, 2)employer satisfaction, 3)campus quality surveys to determine and discuss, at the next meeting, if the committee sees the relevance to student learning and whether UAC should continue to review these.

b) Academic Reviews: Arts & Sciences - The committee discussed the fact that very few departments have submitted annual reports yet (not due until October 15). Joan asked about SEM's review and Renee will review the schedule and get back to the committee. Joan also reminded us that a slight change was made to the web template (a department can copy/paste minutes from their assessment meetings into the template to show their progress, instead of re-keying all of the assessment info into the text boxes) and the committee might address how well this worked to inform UAC of the assessment areas. Some assignments for the *2007-2008 UAC Reviewers Worksheet* were made.

c) Non-Academic Unit Reviews: SOS - Cassie Gerhardt has looked through the assessment section for each of these departments and offered feedback as to which ones might have a focus on student learning aspects. Joan will follow-up with Alice Hoffert on some of the questionable ones. Some assignments for this section were made. These departments will be reviewed in spring 2008.

7) Revisions to the University Assessment Plan will be worked on by a UAC subcommittee. Renee will send an email out to all UAC committee members and the membership will be finalized at the next meeting.

8) Report to Faculty Council (October 19) - themes yet to be identified. The committee discussed the idea that topics could be presented to Tom Petros (2007-08 chair of University Senate), and he might determine what is appropriate to share at the fall Council meeting.

9) General Education Committee - Tom Steen will be invited to an upcoming meeting (next meeting) to share the topics that are being discussed at the Gen Ed Committee, as it relates to student learning.

10) Matters Arising - nothing mentioned at this time

11) Next Meeting - it was discussed that the committee be scheduled every two weeks (Oct 8, Oct 22, Nov 5, Nov 19, Dec 3) from 2:00-3:00 pm (location will be determined). If nothing on the agenda or no reports ready, then the meeting will be canceled.

12) The meeting adjourned at 2:55 pm.

Minutes recorded by Carmen Williams.

Senate University Assessment Committee

Memorial Room, Memorial Union
Monday, September 10, 2007
10:00 - 11:00

Agenda

- 1) Welcome and Introductions of Members
- 2) Minutes, April 26, 2007
- 3) Orientation to Notebooks/Packets
- 4) Review of Templates for Committee Work
 - a) For Reviews of Academic
 - b) For Reviews of Non-Academic Units
 - c) For Reviews of IR Tools
 - d) For Tracking of Committee Work and for HLC - Updated (Columns & Coding Section)
- 5) Review of Upcoming Activities
 - a) Review of Non-Academic Units: List and Timeline (and a cycle for the reviews?)
 - b) Review of Academic Units: List and Timeline
 - c) Review of OIR Tools: List and Timeline
- 6) Revisions to University Assessment Plan
 - i) Gen Ed Task Force Proposal passed as of May 2007
 - ii) Relative to a review cycle for the Non-Academic Units
- 7) Annual Report to Senate: Due in October
 - a) Review of Activities
 - b) Review of Findings (Three priority item/themes: Culture Diversity, _____, _____)
- 8) (Possible) Report to Faculty Council (Similar to 7b)
- 9) Reviews of Academic Units
 - i) Nursing (For AY 2005-2006, Annual Report due October 2006)
- 10) General Education Committee
 - a) Discussion on Coordinating Efforts of the Committees
 - b) Joan's report on Gen Ed revalidation proceedings 2005-06, 2006-07
- 11) Election of Chair
- 12) Matters Arising
- 13) Next Meeting
- 14) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 10:00-11:00 September 10, 2007

In attendance: Darla Adams, Barbara Combs, Cassie Gerhardt, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Carmen Williams

Not in attendance: Collin Anderson, Mary Askim-Lovseth, Elizabeth Bjerke, Gaye Burgess, Kirsten Dauphinais, James Miles, Sharlette Seelan, Nabil Suleiman

Renee Mabey convened the meeting.

Renee welcomed the committee and there were introductions of the committee members.

The minutes for the April 26 meeting were approved.

Renee gave an orientation to the new members regarding the notebooks.

The University Assessment Plan needs to be revised this academic year. New rubrics needed for goals, new program language is needed. Discussion on Coordinating Efforts of the Committees, invite Tom Steen from the GER Committee to discuss meetings with the Assessment Committee.

There was a review of Non-Academic Units, these units will be assigned to members at the next meeting. There was a review of Academic Units, Arts and Sciences will be reviewed next Spring. Nursing is on hold. There was discussion on School of Engineering & Mines. The committee will review the OIR tools calendar. The tools that are up for review for this year are: Sophomore Satisfaction Study, Placement Survey, FSSE, NSSE, and possibly GER and Environmental Assessment.

Renee will be working on a Report to Faculty Council.

Joan discussed the Summary of Course Level Data Regarding Achievement of General Education Goals Derived from 2006-07 Gen Ed Course Revalidation Process and Cultures Assessment Project Scoring Spring 2007.

Renee will write an article on Assessment and the HLC coming to the University and will submit to the University Council.

Renee Mabey was re-elected as chairperson.

Quorum needed for approval of Minutes of April 26 and re-election of chair.

The next meeting is Monday, September 24 at 10:00 unless there is a new schedule.

The meeting adjourned at 11:00 am.

Recorded by Nancy Krom

Senate University Assessment Committee

Presidents Room, Memorial Union
Thursday, April 26, 2007
11:30 am, Lunch
12:00 noon - 1:30 pm, UAC Meeting

Agenda

- 1) Minutes, March 22, 2007
- 2) Reviews of Non-Academic Units
 - a) New Review: Dean of Students Office
- 3) Reviews of Academic Units
 - a) New Reviews:
 - i) Educational Leadership
 - ii) Nursing (Annual report not yet available-4/26/07)
- 4) Resignation: Luke Huang
- 5) Review of Activities -- Spreadsheets
- 6) General Education Committee
- 7) Thank You
- 8) Matters Arising
- 9) Next Meeting
- 10) Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 11:30-1:00 April 26, 2007

In attendance: Elizabeth Bjerke, Barbara Combs, Ginny Guido, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Sharlette Seelan, Nabil Suleiman, BarbaraVoglewede, Carmen Williams

Not in attendance: Luke Huang, Wayne Swisher

Renee Mabey convened the meeting.

The minutes for the March 22 meeting were approved.

The committee approved the reviews of the Dean of Students Office and Educational Leadership. The Nursing review will be available next fall.

Renee distributed annual report/assessment report review spreadsheets. The committee discussed.

General Education Committee updates will be discussed next fall.

A report to faculty and senate will be discussed next fall.

Luke Huang resigned.

Renee thanked the committee for the good work for this year and the committee thanked Renee also.

This is the last meeting for the spring semester.

The meeting adjourned at 1:00 pm.

Recorded by Nancy Krom

Senate University Assessment Committee

Presidents Room, Memorial Union
Thursday, April 26, 2007
11:30 am, Lunch
12:00 noon - 1:30 pm, UAC Meeting

Agenda

- 1) Minutes, March 22, 2007
- 2) Reviews of Non-Academic Units
 - a) New Review: Dean of Students Office
- 3) Reviews of Academic Units
 - a) New Reviews:
 - i) Educational Leadership
 - ii) Nursing (Annual report not yet available-4/26/07)
- 4) Resignation: Luke Huang
- 5) Review of Activities -- Spreadsheets
- 6) General Education Committee
- 7) Thank You
- 8) Matters Arising
- 9) Next Meeting
- 10) Adjournment

University Assessment Committee

Alumni Room, Memorial Union
Thursday, March 22, 2007; 12:00 noon - 1:00 pm

Agenda

1. Minutes
 - a. Recommended to approve 2/22/07; quorum needed for final approval
 - i. January 11, 2007
 - ii. January 25, 2007
 - b. February 22, 2007
2. Review of OIR Tools
 - a. Recommended to approve 2/22/07; quorum needed for final approval
 - i. Campus Quality
 - ii. Alumni Outcomes
3. Reviews of Non-Academic Units (AY 2005-2006, submitted to IR October 16.)
 - a. Recommended to approve 2/22/07; quorum needed for final approval
 - i. Student Support Services
 - ii. Disability Support Services
 - b. New Review:
 - i. Dean of Students Office
4. Reviews of Academic Units
 - a. Recommended to approve 2/22/07; quorum needed for final approval
 - i. Law School
 - ii. Social Work
 - iii. Counseling
 - iv. Teaching and Learning
 - v. PEXS
 - vi. Educational Foundations and Research
 - b. New Reviews:
 - i. Educational Leadership
 - ii. Nutrition & Dietetics
 - iii. Nursing (Annual report not yet available-3/20/07)
5. Draft: templates for reviews to be completed in 2007-2008
6. Next Meeting:
7. Matters Arising
8. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 12:00-1:00 March 22, 2007

In attendance: Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Lana Rakow, Sharlette Seelan, Nabil Suleiman, Barbara Voglewede, Carmen Williams

Not in attendance: Elizabeth Bjerke, Barbara Combs, Ginny Guido, Luke Huang, Cheryl Saunders, Wayne Swisher

Renee Mabey convened the meeting.

The minutes for the January 11, January 25, and February 11 meetings were approved.

The committee approved the review of the Campus Quality Survey with the additions and also approved the review of the Alumni Outcomes Survey.

The committee approved the reviews of the Student Support Services and Disability Support Services.

The committee will discuss the review of the Dean of Students Office at the next meeting.

The reviews of the academic units which are on the consent calendar are: Law School, Social Work, Counseling, Teaching and Learning, PEXS, and Educational Foundations and Research, the committee approved. The review of Nutrition & Dietetics was approved with an edit. The review of Educational Leadership will be addressed at the next meeting.

Renee distributed new templates for next year. The committee discussed the new template.

Renee distributed the Annual Report/Assessment Report Review chart. There was discussion and the coding may be changed to IN - in progress

Joan discussed a retreat from the Busch grant money for the department to attend an assessment workshop.

Joan will send a blank copy of the review document to the departments saying that this is what we look for during a review. Renee and Joan will work on the last paragraph and coding.

Discussion on GER Committee updates for the UAC and coordination of committee efforts. Renee will contact the GER Committee.

The next meeting is April 26 at 12:00.

The meeting adjourned at 1:00 pm.

Recorded by Nancy Krom

University Assessment Committee

Alumni Room, Memorial Union
Thursday, February 22, 2007; 12:00 noon - 1:30 pm

Agenda

1. Minutes, January 11, 2007 and January 25, 2007
2. Review of OIR Tools
 - a. Campus Quality
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
 - b. Alumni Outcomes
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
3. Reviews of Non-Academic Units
 - a. Student Support Services
 - b. Dean of Students Office
 - c. Disability Support Services
4. Reviews of Academic Units
 - a. Consent Items:
 - i. Law School
 - ii. Social Work
 - b. Counseling
 - c. Educational Leadership
 - d. Teaching and Learning
 - e. PEXS
 - f. Educational Foundations and Research
 - g. Nutrition & Dietetics
 - h. Nursing
5. Next Meeting
6. Matters Arising
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 12:00-1:00 February 22, 2007

In attendance: Ginny Guido, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Nabil Suleiman

Not in attendance: Elizabeth Bjerke, Barbara Combs, Luke Huang, Sharlette Seelan, Wayne Swisher, Barbara Voglewede, Carmen Williams

Renee Mabey convened the meeting.

The minutes for the January 11 and January 25 meetings were recommended to be approved.

The committee discussed the reviews of the Campus Quality Survey and the Alumni Outcomes Survey. The committee recommended to approve the review of the Campus Quality Survey with the additions and also recommended to approve the review of the Alumni Outcomes Survey.

The committee discussed the reviews of the Student Support Services and Disability Support Services. There were no changes and the reviews were recommended to be approved.

The committee will discuss the review of the Dean of Students Office at the next meeting.

The reviews of the academic units which are on the consent calendar are: Law School, Social Work, Counseling, Teaching and Learning, PEXS, and Educational Foundations and Research, the committee recommended to approve. The reviews of Educational Leadership, Nutrition & Dietetics and Nursing will be discussed at the next meeting.

The committee suggested including the new surveys in the U Letter and with directions to click on the new survey and click on the executive summary.

Joan will send an e-mail to Academic Chairpersons regarding the reviews of the academic departments, the relevance to departments.

The templates for the academic and non-academic department reviews will be revised.

The committee suggested a change in the viewing of the annual report department assessment area, when previewing the annual reports, when selecting the fiscal year, change so the default year is the current year.

Joan mentioned to the committee that members of the HLC steering committee may be in contact with the Assessment Committee members as resources.

The committee suggested to post in the U Letter the dates of the HLC site visit which is April 7 and 8, 2008. Joan will write up a note for the U Letter to be posted in the U Letter after spring break.

Renee mentioned that The Graduate School 2007 Scholarly Forum will be held Feb. 27-March 1 with more than 40 oral presentations and 90 poster/art presentations.

This year's keynote speaker is Donald L. McCabe, professor of management and global business at Rutgers University Business School. His lecture, Promoting Academic Integrity- What the Research Suggests is Wednesday, Feb. 28, at 3.30 p.m. in the Lecture Bowl, Memorial Union.

The next meeting is March 22 at 12:00.

The meeting adjourned at 1:30 pm.

Recorded by Nancy Krom

The committee discussed the review of the Disability Support Services. There were no changes and the review was approved.

The committee will discuss the reviews of Student Support Services and Dean of Students Office at the next meeting.

The committee discussed the two additional IT questions to be included in the Sophomore Survey. The questions will be included with a few changes. The Sophomore Survey will be sent out the third week in February.

Members were assigned to the Selected Annual Report/Assessment Report Assignments 2005-2006 Academic Year.

Matters arising: a discussion ensued as to the role of the committee, and how the committee assesses its effectiveness. (These are discussion points. Further discussion of activities and opportunities will occur at subsequent meetings.)

1. The committee collects, reviews and consolidates reports from academic and non-academic units and the institution (IR)
2. IR Tools: addresses the strengths and (limitations) of various instruments. Provide recommendations for use, as appropriate. Identify themes evident in the results of more than 1 survey instrument. (For example: areas of satisfaction at UND; areas of dissatisfaction.)
3. Academic Units: consolidate findings and generate a report as to how units are progressing with their assessment plans, identification of student learning goals, methods of assessment, assessment results, and closing the loop activities. Identify themes. (For example: Plans are in place and well utilized in several units and developing in others. Closing the loop activities will be more evident as additional data is collected.)
4. Academic Units: consolidate findings and generate a report as to how units are progressing with their assessment plans, identification of student learning goals, methods of assessment, assessment results, and closing the loop activities. Identify themes. (For example: Plans are in place and well utilized in several units and developing in others. Closing the loop activities will be more evident as additional data is collected.)
5. Suggestions for the Committee.
 - a. Attend the Faculty Council and Faculty Senate and present the work of the committee. Provide findings relative to assessment activities across campus, not just an overview/log of the Assessment Committee's activities.
 - b. At Faculty Council-request Faculty Senate to address the above report with a request for action or an acceptance of the report as submitted.
6. In March-April 2007: Re-assess the role of the committee. Discuss (with Joan) how we may best assist her in her role.
7. In March-April 2007: Discuss how the Assessment Committee and General Education Committee may best work with each other and the campus. How does each facilitate assessment activities at UND?
8. In March-April 2007: Address the "What do we do with it?" questions.
 - a. Make presentations at Senate. Identify 3 priority items (from the themes) to generate discussion. (For example: Cultural Diversity, and _____, and _____.) Identify strengths and areas to improve upon within the identified themes.

The next meeting is February 22 at 12:00. The meeting may run longer so the committee can complete the agenda.

The meeting adjourned at 1:00 pm.

Recorded by Nancy Krom

Senate University Assessment Committee

Presidents Room, Memorial Union
Thursday, January 25, 2007 12:00 noon - 1:00 pm

Agenda

1. Minutes, January 11, 2007
2. Review of OIR Tools
 - a. Campus Quality
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
 - b. Alumni Outcomes
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
3. Reviews of Non-Academic Units (AY 2005-2006)
 - a. Student Support Services
 - b. Disability Support Services
 - c. Dean of Students Office
4. Next Meeting: Thursday, February 22, 12:00 noon - 1:00 pm
5. Matters Arising
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 12:00-1:00 January 25, 2007

In attendance: Barbara Combs, Joan Hawthorne, Jon Jackson, Nancy Krom, Renee Mabey, Lana Rakow, Barbara Voglewede, Carmen Williams

Not in attendance: Elizabeth Bjerke, Ginny Guido, Luke Huang, Cheryl Saunders, Sharlette Seelan, Nabil Suleiman, Wayne Swisher

Renee Mabey convened the meeting.

Not having quorum, the committee members present recommended approval of the minutes at the February 22 meeting.

The committee will discuss the reviews of the Campus Quality Survey and the Alumni Outcomes Survey at the next meeting.

The committee discussed the review of the Disability Support Services. There were no changes and the review was approved.

The committee will discuss the reviews of Student Support Services and Dean of Students Office at the next meeting.

The committee discussed the two additional IT questions to be included in the Sophomore Survey. The questions will be included with a few changes. The Sophomore Survey will be sent out the third week in February.

Members were assigned to the Selected Annual Report/Assessment Report Assignments 2005-2006 Academic Year.

Matters arising: a discussion ensued as to the role of the committee, and how the committee assesses its effectiveness. (These are discussion points. Further discussion of activities and opportunities will occur at subsequent meetings.)

1. The committee collects, reviews and consolidates reports from academic and non-academic units and the institution (IR)
2. IR Tools: addresses the strengths and (limitations) of various instruments. Provide recommendations for use, as appropriate. Identify themes evident in the results of more than 1 survey instrument. (For example: areas of satisfaction at UND; areas of dissatisfaction.)
3. Academic Units: consolidate findings and generate a report as to how units are progressing with their assessment plans, identification of student learning goals, methods of assessment, assessment results, and closing the loop activities. Identify themes. (For example: Plans are in place and well utilized in several units and developing in others. Closing the loop activities will be more evident as additional data is collected.)
4. Academic Units: consolidate findings and generate a report as to how units are progressing with their assessment plans, identification of student learning goals, methods of assessment, assessment results, and closing the loop activities. Identify themes. (For example: Plans are in place and well utilized in several units and developing in others. Closing the loop activities will be more evident as additional data is collected.)
5. Suggestions for the Committee.

- a. Attend the Faculty Council and Faculty Senate and present the work of the committee. Provide findings relative to assessment activities across campus, not just an overview/log of the Assessment Committee's activities.
 - b. At Faculty Council-request Faculty Senate to address the above report with a request for action or an acceptance of the report as submitted.
6. In March-April 2007: Re-assess the role of the committee. Discuss (with Joan) how we may best assist her in her role.
7. In March-April 2007: Discuss how the Assessment Committee and General Education Committee may best work with each other and the campus. How does each facilitate assessment activities at UND?
8. In March-April 2007: Address the "What do we do with it?" questions.
 - a. Make presentations at Senate. Identify 3 priority items (from the themes) to generate discussion. (For example: Cultural Diversity, and _____, and _____.) Identify strengths and areas to improve upon within the identified themes.

The next meeting is February 22 at 12:00. The meeting may run longer so the committee can complete the agenda.

The meeting adjourned at 1:00 pm.

Recorded by Nancy Krom

Senate University Assessment Committee

Memorial Room, Memorial Union
Thursday, January 11, 2007; 12:00 noon - 1:00 pm

Agenda

1. Minutes, November 27, 2006
2. Review of OIR Tools
 - a. Campus Quality:
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
 - b. Alumni Outcomes:
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments
3. Reviews of Non-Academic Units (AY 2005-2006, submitted to IR October 16.)
 - a. Student Support Services:
 - b. Disability Support Services (revisited):
 - c. Dean of Students Office:
4. Next Meeting: Thursday, January 25, 12:00 noon - 1:00 pm
5. Matters Arising
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 12:00-1:00 January 11, 2007

In attendance: Barbara Combs, Ginny Guido, Luke Huang, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Sharlette Seelan, Barbara Voglewede, Carmen Williams

Not in attendance: Elizabeth Bjerke, Joan Hawthorne, Jon Jackson, Nabil Suleiman, Wayne Swisher

Renee Mabey convened the meeting.

The minutes for the November 27 meeting were approved.

The committee will discuss the reviews of the Campus Quality Survey and the Alumni Outcomes Survey at the next meeting.

The committee will discuss the reviews of Student Support Services, Disability Support Services, and Dean of Students Office at the next meeting.

Carmen distributed the Sophomore Survey. There was discussion regarding three additional IT questions to be included in the survey. Renee will e-mail the questions to all members to review for the next meeting. The Sophomore Survey will be sent out the end of February.

Renee distributed the Selected Annual Report/Assessment Report Assignments 2005-2006 Academic Year. Members were assigned to the reports.

There was discussion on finalizing a global report from the committee.

The next meeting is January 25.

The meeting adjourned at 1:00 pm.

Recorded by Nancy Krom

Senate University Assessment Committee

November 27, 2006; 9:00 am - 10:00 am

Memorial Room, Memorial Union

Agenda

1. Minutes, November 13, 2006
2. Reviews of Academic Departments- Annual Reports relative to Assessment, AY 2004-2005
 - a. Consent Item: PPT
3. Review of OIR Tools
 - a. CIRP Freshman
 - i. Review of report (continued from November 13)
 - ii. Document on its potential usefulness to academic departments (See 3c)
 - b. Campus Quality
 - i. Review of report
 - ii. Document on its potential usefulness to academic departments (See 3c)
 - c. Documents for Joan addressing the usefulness of OIR Surveys to academic departments
 - i. Student Satisfaction Survey
 - ii. GER Student Evaluations
 - iii. Gen Ed Longitudinal Study
 - iv. CIRP
 - v. Placement Survey
 - d. Alumni Outcomes
4. Reviews of Non-Academic Units (AY 2005-2006, submitted to IR October 16.)
 - a. Women's Center
 - b. Wellness Center
 - c. University Learning Center
 - d. Student Support Services
 - e. Student Academic Services
 - f. McNair Program
 - g. Disability Support Services
 - h. Dean of Students Office
5. Next Meeting: Monday, November 27, 2006
9:00 am - 10:00am.
6. Matters Arising
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 9:00 a.m. November 27, 2006

In attendance: Elizabeth Bjerke, Barbara Combs, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Nabil Suleiman, Carmen Williams

Not in attendance: Luke Huang, Jon Jackson, Sharlette Seelan, Wayne Swisher, Barbara Voglewede

Renee Mabey convened the meeting.

The minutes for the November 13 meeting were approved.

Lana moved to accept the consent item on the agenda (PPT Department) the motion was seconded, voted upon and carried unanimously.

The committee reviewed the OIR tools. The CIRP Freshman, Student Satisfaction, GER Student Evaluations, Gen Ed Longitudinal Study and the Placement Surveys reviews were moved to accept, the motion was seconded, voted upon and carried unanimously.

The committee reviewed the Non-Academic Units. The Women's Center, Wellness Center, University Learning Center, Student Academic Services and McNair Program were moved to accept, the motion was seconded, voted upon and carried unanimously.

The Campus Quality Survey, Student Satisfaction Survey, Alumni Outcome Survey, Disability Support Services and Dean of Students Office will be reviewed in January.

Joan will send all reviews back to academic departments and non-academic departments. Renee will send all reviews electronically to Nancy, Joan and Carmen.

Nancy will send an e-mail to the members asking for their schedules for this spring.

The next meeting is in January.

The meeting adjourned at 10:00.

Recorded by Nancy Krom

Senate University Assessment Committee

November 13, 2006; 9:00 am - 10:00 am

Memorial Room, Memorial Union

Agenda

1. Minutes, October 16, 2006
2. Senate Approval of UAC Annual Report, AY 2005-2006
3. Reviews of Academic Departments- Annual Reports relative to Assessment, AY 2004-2005
 - a. Consent Item: PPT
4. Review of OIR Tools
 - a. Student Satisfaction Survey
 - i. Update/draft document on usefulness of SSI to academic departments
 - b. CIRP Freshman
 - c. Campus Quality
 - d. FYI for the Committee
 - i. Alumni Outcomes - late fall 2006
 - ii. (NSSE: not due 2006-2007)
 - iii. (Sophomore Survey/*Graduating Seniors*: not due 2006-2007)
5. Non-Academic Unit (AY 2005-2006, submitted to IR October 16.)
 - a. (Residence Life Annual Report)
 - b. (Co-Curricular Annual Reports)
 - c. (SOS Annual Reports)
 - d. *Women's Center*
 - e. *Wellness Center*
 - f. *University Learning Center*
 - g. Student Support Services
 - h. *Student Academic Services*
 - i. *McNair Program*
 - j. *Disability Support Services*
 - k. Dean of Students Office
6. Next Meeting: Monday, November 13, 2006
9:00 am - 10:00am.
Matters Arising
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 9:00 a.m. November 13, 2006

In attendance: Barbara Combs, Joan Hawthorne, Luke Huang, Jon Jackson, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Sharlette Seelan

Not in attendance: Elizabeth Bjerke, Ginny Guido, Nabil Suleiman, Wayne Swisher, Barbara Voglewede, Carmen Williams

Renee Mabey convened the meeting.

The minutes for the October 16 meeting were approved.

Senate approved the Senate University Assessment Committee Annual Report for AY 2005-06 in October 2006.

The PPT Annual Report review relative to Assessment will be presented at the next meeting.

The Student Satisfaction Survey report was discussed and finalized. The CIRP Freshman Survey was discussed and will be revisited at the next meeting. Joan's office on behalf of the committee will send out the summary of the OIR Tools to departments. Additions to the Campus Quality report and also the Placement report will be ready for Joan at the next meeting. (These additions will focus on the tools usefulness to academic departments.)

There was discussion on the CIRP survey. The committee members would like to review the additional questions asked in the CIRP survey at the next meeting.

There was discussion on the Senior Survey. The committee members would like to review the additional questions asked (if any) in the survey.

The committee had questions on the CIRP and Senior survey. Are these surveys mandated? Are these surveys given every year for comparisons?

There was discussion on the CIRP writing portion.

The Non-Academic Units do not have their Assessment Plan on the web this year. Next year, the Non-Academic Units will have their Assessment Plan on the web.

There will be follow-up discussions on the Non-Academic units.

The next meeting is Monday, November 27, 2006 at 9:00am-10:00am.

The meeting adjourned at 10:00.

Recorded by Nancy Krom

Senate University Assessment Committee

October 16, 2006 9:00 am - 10:00 am

Memorial Room, Memorial Union

Agenda

1. Minutes, September 20, 2006
2. Reviews of Academic Departments- Annual Reports relative to Assessment, AY 2004-2005 (Annual Reports submitted October 2005)
 - a. Consent Items from September 6, 2006 which were approved. (Ratification by quorum is needed now.): Reviews for Anatomy & Cell Biology, Biochemistry & Molecular Biology, Economics, Family Medicine Clerkship, Industrial Technology, Marketing, Microbiology & Immunology, Pathology, Ob-Gyn.
 - b. Consent Items from September 20, 2006 which were approved. (Ratification by quorum is needed now.): Accountancy & Business Law, Information Systems and Business Education; Political Science; PA Program
 - c. Consent Item (new): PPT
3. Review of OIR Tools
 - i. Consent Items from September 20, 2006 which were approved. (Ratification by quorum is needed now.): GER Student Evaluations, GER Longitudinal Study, Placement Survey
 - ii. Student Satisfaction Survey
 - iii. CIRP Freshman
 - iv. Campus Quality
- b. FYI for the Committee
 - i. Alumni Outcomes - late fall 2006
 - ii. (NSSE: not due 2006-2007)
 - iii. (Sophomore Survey not due 2006-2007)
4. Non-Academic Unit (AY 2005-2006, submitted to IR October 16.)
 - a. (Residence Life Annual Report)
 - b. (Co-Curricular Annual Reports)
 - c. (SOS Annual Reports)
 - d. Women's Center:
 - e. Wellness Center:
 - f. University Learning Center:
 - g. Student Support Services:
 - h. Student Academic Services:
 - i. McNair Program:
 - j. Disability Support Services:
 - k. Dean of Students Office:
5. Next Meeting: Wednesday, October 30, 2006, 9:00 am - 10:00am.
6. Matters Arising
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 9:00 a.m. October 16, 2006

In attendance: Elizabeth Bjerke, Barbara Combs, Ginny Guido, Joan Hawthorne, Luke Huang, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Nabil Suleiman, Wayne Swisher, Carmen Williams

Not in attendance: Jon Jackson, Judy Sargent, Barbara Voglewede

Renee Mabey convened the meeting.

Renee thanked Lana for convening the last meeting.

The minutes for the September 20 meeting were approved.

Ginny moved to accept the consented items (reviews of Academic Departments Annual Reports relative to Assessment, AY 2004-2005) from the September 6 and September 20 meeting. The motion was seconded, voted upon and carried unanimously. The PPT annual report will be presented at the next meeting.

Ginny moved to accept the consented items (Review of OIR Tools) from the September 20 meeting. The motion was seconded, voted upon and carried unanimously.

There was discussion on the Student Satisfaction Survey. For questions 21 and 22, Renee and Luke will identify and report on the issues on the survey and bring back a summary to the committee at the next meeting. Joan's office on behalf of the committee will send out the summary to departments. This will be done on all the OIR Tools. The CIRP Freshman and the Campus Quality Reports will be presented at the next meeting.

There was discussion on the OIR Tools that will be discussed in 2006-2007.

The members were assigned to review the non-academic units annual reports relative to assessment.

OIR Newsletter will be in the U Letter with a link to the surveys on the OIR website.

Renee will send the updated templates to the members and the templates will be posted onto the Assessment website.

Renee will send an e-mail to members regarding a meeting time.

The next meeting is Monday, October 30, 2006, 9:00am-10:00am.

The meeting adjourned at 10:00.

Recorded by Nancy Krom

Senate University Assessment Committee
September 20, 11:00 am -12:00 noon
Memorial Room, Memorial Union

Agenda

1. Welcome (& Introductions)
2. Minutes, September 6, 2006
3. Reviews of Academic Departments- Annual Reports relative to Assessment, AY 2004-2005 (Annual Reports submitted October 2005)
 - a. Consent Items from September 6, 2006 which were approved. (Ratification by quorum needed now?): Reviews for Anatomy & Cell Biology, Biochemistry & Molecular Biology, Economics, Family Medicine Clerkship, Industrial Technology, Marketing, Microbiology & Immunology, Pathology, Ob-Gyn.
 - b. Consent Agenda for September 20, 2006: *Accountancy & Business Law, Information Systems and Business Education*; Political Science; PA Program; Pediatrics: (PPT)
4. Review of OIR Tools
 - a. Reviews to be discussed September 20
 - i. GER Student Evaluations
 - ii. Placement
 - iii. GER Longitudinal Study
 - iv. Student Satisfaction Survey
 - b. Assignments &/or Assignment Updates:
 - c. FYI for the Committee
 - i. Alumni Outcomes
 1. Data analysis & reporting is in process; hold review until late fall
 - ii. NSSE: not due 2006-2007
 - iii. Graduating Seniors: not due 2006-2007
5. Non-Academic Unit (Plans & Reports from AY 2005-2006)
 - a. Assignments deferred until after October 16, 2006
 - b. Review of Templates to be used when plans & reports become available
6. Next Meeting: Wednesday, October 4, 2006 at 11:00 am
7. Matters Arising
8. Adjournment, 12:00 noon

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 11:00 a.m. September 20, 2006

In attendance: Ginny Guido, Joan Hawthorne, Luke Huang, Nancy Krom, Lana Rakow, Nabil Suleiman, Cheryl Saunders, Wayne Swisher, Carmen Williams

Not in attendance: Elizabeth Bjerke, Barbara Combs, Jon Jackson, Renee Mabey, Judy Sargent, Barbara Voglewede

Lana Rakow convened the meeting.

Not having quorum, the committee members present recommended approval of the minutes for September 6.

The committee welcomed Wayne Swisher, and made introductions.

There was a quorum update. It was discussed that any voting needed a quorum of 7 members.

There was discussion on reviews of the Academic Departments Annual Reports relative to Assessment, AY 2004-2005. Ginny moved to accept the consent items on the agenda and the motion was seconded, voted upon and carried unanimously. Again, this will require a later quorum vote.

Barbara and Ginny will review the PPT annual assessment report. The committee agreed that the Pediatrics will come off of the list, as their assessment is done under the MD program.

Reviews of the OIR tools were discussed. Joan discussed the GER Student Evaluations and the GER Longitudinal Study. Both surveys are very important and relevant to assessment. Ginny went through the Placement Survey review. Joan moved to accept the GER Student Evaluations and to accept the GER Longitudinal Study but to take it off the list since it is finished. The committee voted upon and the motion carried unanimously. Ginny moved to accept the Placement Survey but to move it to a 5-year review cycle. The committee voted upon and the motion carried unanimously.

Assignments for the next reviews are:

CIRP 2005

Campus Quality Survey 2004

Alumni 2006 - Late Fall

NSSE - not due in 2006-2007 (will review fall 2007)

Sophomore Survey - not due in 2006-2007 (will review fall 2007)

The reviews of non-academic unit assessment plans and reports will be deferred until after October 16; plans and reports from the units will be available after that time. Committee members will be assigned to the reviews after October 16, also.

Discussed and approved of the templates for academic and non-academic department assessment reviews.

Joan's question from a member of Curriculum Committee was discussed (Should the Curriculum Committee request that goals for student learning in a new course request be worded in a documentable fashion?). The committee recommended support for the idea that new courses should be justified in light of the program's goals for student learning with an expectation that relevant goals would

appear on the syllabus. Wayne Swisher added that the graduate curriculum committee is also discussing this. Joan will communicate the UAC's support for documentation to the concerned parties.

The meeting adjourned at 12:00

Recorded by Nancy Krom.

University Assessment Committee
September 6, 2006 11:00 am -12:00 noon
Medora Room, Memorial Union

Agenda

1. Welcome
2. Minutes, August 30, 2006
3. Discussion: Invitation to Graduate School Associate Dean re the UAC
4. Reviews of Academic Departments- Annual Reports relative to Assessment, AY 2004-2005 (Annual Reports submitted October 2005)
 - a. Consent Items: Reviews for (Accountancy & Business Law), Anatomy & Cell Biology, Biochemistry & Molecular Biology, Economics, Family Medicine Clerkship, Industrial Technology, Marketing, Microbiology & Immunology, Pathology, Ob-Gyn.
 - b. Yet to be completed: Information Systems and Business Education; Political Science; PA Program; Pediatrics; (PPT)
5. Review of OIR Tools
 - a. GER Student Evaluations
 - b. Graduating Seniors
 - c. Placement
 - d. GER Longitudinal Study
 - e. NSSE
6. Non-Academic Units: Assignment of Reviews
 - a. (Residence Life Annual Report)
 - b. (Co-Curricular Annual Reports)
 - c. (SOS Annual Reports)
 - d. Women's Center:
 - e. Wellness Center:
 - f. University Learning Center:
 - g. Student Support Services:
 - h. Student Academic Services:
 - i. McNair Program:
 - j. Disability Support Services:
 - k. Dean of Students Office:
 - l. Templates & Procedures for non-academic reviews
7. Schedule for fall semester 2006 meetings
8. Adjournment, 12:00 noon

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 11:00 a.m. September 6, 2006

In attendance: Joan Hawthorne, Luke Huang, Nancy Krom, Renee Mabey, Lana Rakow, Nabil Suleiman, Cheryl Saunders, Carmen Williams

Not in attendance: Elizabeth Bjerke, Barbara Combs, Ginny Guido, Jon Jackson, Judy Sargent, Barbara Voglewede
Renee Mabey convened the meeting.

The minutes for the August 30 meeting were approved.

The Committee will meet on Wednesdays from 11:00-12:00 every two weeks.

There were introductions of the committee members.

There was a discussion regarding a Graduate School representative as a non-voting member of the committee. Lana moved to extend an invitation to the Graduate School and the motion was seconded, voted upon and carried unanimously. Renee will write an invitation to Wayne Swisher in the Graduate School to attend our meetings.

There was a discussion regarding the reviews of academic department's annual reports relative to assessment, AY 2004-2005. The three colleges the committee has worked on are CAS, BPA and MED. Joan moved to accept the consent items on the agenda and the motion was seconded, voted upon and carried unanimously. The reviews of academic departments yet to be completed are Information Systems and Business Education; Political Science; PA Program; Pediatrics; (PPT) and Accountancy & Business Law. Joan will send a letter to department chairpersons regarding their assessment plans with a copy of their review and to encourage to share with their faculty. Joan will also send a letter to the Deans informing them that the departments have received a letter from the committee.

Carmen updated the OIR Surveys that are on the list for this year. The UAC assigned OIR survey reviews to members.

Renee will send an e-mail to the committee regarding the review of OIR Tools.

Review of OIR Tools

- a. CIRP **Freshman Survey (Feb 2005)**
- b. ALUMNI
- c. SSI
- d. CQS
- e. GER Longitudinal Study
- f. GER Student Evaluations
- g. PLACEMENT

Nancy will send a full report of the surveys to all the members working on the OIR Tools. The reviews of the OIR Tools should be completed by the September 20 meeting.

The Non-Academic Units reviews will be postponed until after October 15.

The template for reviews will be formalized.

There was discussion regarding assessment data from the annual reports available to others and filing the latest version of the plan on the web.

Lana will lead the meeting on September 20.

The meeting adjourned at 12:00

Recorded by Nancy Krom.

University Assessment Committee
August 30, 2006
Memorial Room, Memorial Union
11:00 am - 12:00 noon

Agenda

1. Welcome and Introductions
2. Minutes, May 2006
3. Plan for the semester, as per the Assessment Plan
 - a. August: Website (ongoing, all months)
 - b. September:
 - i. U Assessment Plan
 - ii. Completion of activities from 2005-2006. See Agenda Item #4.
 - c. October:
 - i. Annual Report to Senate
 1. Approval by UAC requested
 - ii. Reviews:
 1. Residence Life Annual Report
 - a. Reviewers for 2006-2007:
 2. Co-Curricular Annual Reports
 - a. Reviewers for 2006-2007:
 3. SOS Annual Reports
 - a. Reviewers for 2006-2007:
 - iii. Templates & Procedures for non-academic reviews
 1. Discussion
 - d. November and December
 - i. Reviews of OIR Surveys:
 1. Graduating Seniors
 2. Placement
 3. GER Student Evaluations
 4. GER Longitudinal Study
 5. NSSE
4. School, Program, Departmental Annual Reports from 2005-2006
5. Schedule for fall semester meetings

SENATE UNIVERSITY ASSESSMENT COMMITTEE
Minutes from the meeting at 11:00 a.m. August 30, 2006

In attendance: Barbara Combs, Ginny Guido, Joan Hawthorne, Luke Huang, Nancy Krom, Renee Mabey, Lana Rakow, Judy Sargent, Cheryl Saunders, Carmen Williams

Not in attendance: Elizabeth Bjerke, Jon Jackson, Nabil Suleiman, Barbara Voglewede
Renee Mabey convened the meeting.

The minutes for the May 8 meeting were approved.

There were handouts distributed which included the committee member list, the committee purpose and an academic calendar.

UAC Reviews of Annual Reports for AY 2004-2005:

There was discussion of Institutional, Gen Ed, and departmental goals, the inclusion of goals in departmental annual reports, and the recognition of all goals in the UAC reviews. Joan and Renee will discuss the best way to recognize all goals in the UAC reviews.

Procedures for UAC reviews of departmental annual reports were considered. Unless there are questions or concerns noted by the reviewers, the UAC reviews will be placed on the consent agenda. Members will have a chance to read the reviews prior to the Committee voting on the consent agenda items.

Ginny is requesting feedback on a specific department's annual report. Communications will be via e-mail, with discussion at the next meeting.

The remaining reviews from the 2005-2006 UAC calendar should be completed by Friday, September 1 and e-mailed to Nancy. Following acceptance of the UAC reviews of annual reports, Joan will forward the reviews to the academic units.

The 2005-06 Annual Reports are due October 16.

UAC Reviews of Non-Academic Units Annual Reports for 2005-2006:

There was discussion on non-academic departments and the review of their annual reports. At the next meeting, UAC members will be assigned to review the 2005-2006 annual reports.

UAC Review of OIR Tools:

GER Student Evaluations are needed; this will be done by Carmen's office.

Carmen will update the OIR Surveys that are on the list for this year. The UAC will assign OIR survey reviews to members at the next meeting.

MSC (Guido, Rakow) to approve the 2005-2006 UAC annual report. The report will be forwarded to the Senate and posted to the web.

There was discussion on a new meeting time so all members could attend. The meetings may be held on Thursdays at 12:00-1:00. Absent members will be contacted as to the possibility of Thursday noon as a meeting time. The Committee will meet every two weeks.

Renee Mabey was re-elected as chair.

Next meeting: September 6 at 11:00-12:00 at the Medora Room at the Memorial Union.

The meeting adjourned at 12:00

Recorded by Nancy Krom.

Senate University Assessment Committee
Memorial Union, Memorial Room
May 8, 2006 3:30 pm

Agenda

1. Minutes, April 24, 2006
2. Committee Purpose Document and Assessment Plan
3. Review of reports on school/program/departmental assessment plans
 - a. Scheduling of remaining assessment plans
4. Procedure Documents
5. Matters arising
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. May 8, 2006

In attendance: Elizabeth Bjerke, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Cheryl Saunders, Nabil Suleiman, Barbara Voglewede

Not in attendance: Alexandra Burbach, Michael Nowacki, Paul Sum, Tom Steen, Carmen Williams

Renee Mabey convened the meeting.

The minutes for the April 24 meeting were approved.

Renee and Joan attended the May University Senate meeting. The revised University Assessment Committee Purpose, Membership, Functions and Responsibilities document and the revised University Assessment Plan were on the agenda and passed.

The committee discussed the procedures for review of OIR tools and results.

The committee discussed the selected annual report/assessment report assignments. The reports will be sent electronically to Joan and Nancy. Ginny moved to accept the report assignments. The motion was seconded, voted upon and carried unanimously.

The new assessment report assignments are due by the end of August.

Renee thanked the committee for the good work for this year and the committee thanked Renee also.

This is the last meeting for the spring semester.

The meeting adjourned at 4:15

Recorded by Nancy Krom.

Senate University Assessment Committee
Memorial Union, Memorial Room
April 24, 2006 3:30 pm

Agenda

1. Minutes, April 10, 2006
2. Update on the Assessment Plan and Purpose/Function/Responsibilities Charge
3. Review of reports on college/program/departmental assessment plans.
 - a. Cover letter
4. Matters arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. April 24, 2006

In attendance: Elizabeth Bjerke, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Cheryl Saunders, Tom Steen, Nabil Suleiman, Barbara Voglewede, Carmen Williams

Not in attendance: Alexandra Burbach, Michael Nowacki, Paul Sum

Renee Mabey convened the meeting.

The minutes for the April 10 meeting were approved with the amendments.

Renee submitted the revised University Assessment Committee Purpose, Membership, Functions and Responsibilities document and the revised University Assessment Plan to Sue Jenó, University Faculty Senate. Both items are on the May agenda for the University Senate meeting.

The committee discussed the Senate University Assessment Committee membership. The discussion related to the new Associate Dean position within the Graduate School. Should the Assessment Committee membership include this person, and if so, should the position be as a voting or non voting member? The Associate Dean will be invited to attend meetings. Discussion of an official change in the Committee membership roster will be tabled until next academic year.

Several items were discussed relative to the review of School/Program/Departmental Assessment Plans. Procedural issues included the following:

When two or three people are working on the same report, they should consolidate the report as one.

Renee will send out the revised reviewing form with a rating system at the end. As members complete Assessment Plan reviews they should let Renee know if the rating system seems appropriate. The ratings will be added to documentation for tracking of committee activities.

Renee distributed the Annual Report/Assessment Report Assignments sheet.

There was discussion regarding who is responsible for keeping copies, electronically or paper of all the departmental annual and assessment reports.

The committee approved Joan's draft letter to departments regarding their assessment plans.

In May, Joan will send a letter to departments about looking forward to their review of their reports.

In August, Joan will send a cover letter to departments regarding their annual/assessment reports.

There was discussion regarding the template, reviews by the committee and a consent calendar.

The committee agreed that this year has been a wonderful learning curve. The committee has better procedures and a sense that they gave good direction to departments this year.

The next meeting will be May 8 at 3:30 p.m. at the Memorial Union, Memorial Room.

The meeting adjourned at 4:50 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
Memorial Union, Memorial Room
April 10, 2006 4:00 pm

Agenda

1. Minutes, March 20, 2006
2. Minutes of Faculty Forums, March 29 and March 30
3. Update on recommendations to the Plan
4. Discussion on Committee's Purpose/Function/Responsibilities Charge
5. Review of reports on college/program/departmental assessment plans.
6. NOTE:
 - a. Vote to move Assessment Plan forward to U Executive Committee
 - b. Vote to approve changes to #4 above, and move document forward
7. Matters arising
8. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. April 10, 2006

In attendance: Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Judy Sargent, Tom Steen, Nabil Suleiman

Not in attendance: Elizabeth Bjerke, Alexandra Burbach, Michael Nowacki, Ginny Guido, Cheryl Saunders, Paul Sum, Barbara Voglewede, Carmen Williams

Renee Mabey convened the meeting.

The minutes for the March 20 meeting were approved and the minutes for the March 29 and March 30 faculty forums were approved.

The committee discussed, reviewed and revised the Committee's Purpose/Function/Responsibilities Charge. Judy moved to approve the revisions. The motion was seconded, voted upon and carried unanimously.

Lana moved to forward the UND Assessment Plan to the University Senate Executive Committee for review to be on the agenda for the Senate Meeting in May. The motion was seconded, voted upon and carried unanimously.

The committee began reviewing reports on college/program/departmental assessment plans. Discussion ensued.

The committee discussed sending a letter to departments regarding their assessment plans. Joan will draft a cover letter and discuss at the next meeting.

At the next meeting, the committee will discuss selected annual reports/assessment report assignments.

The next meeting will be April 24 at 3:30 p.m. at the Memorial Union, Memorial Room.

The meeting adjourned at 5:15 p.m.

Recorded by Nancy Krom.

Assessment Committee
Montgomery Hall, Room 20
April 3, 2006; 3:30 pm

Agenda

1. Minutes, March 20, 2006
2. Minutes of Faculty Forums, March 29 and March 30
3. Update on recommendations to the Plan
4. Discussion on Committee's Purpose/Function/Responsibilities Charge
5. Review of reports on college/program/departmental assessment plans.
6. NOTE: Agenda, April 10 to include
 - a. Vote to move Assessment Plan forward to U Executive Committee
 - b. Vote to approve changes to #4 above, and move document forward
7. Matters arising
8. Adjournment

FACULTY FORUM ON THE UND ASSESSMENT PLAN

Minutes from the forum at 4:00 p.m. March 30, 2006

Members in attendance: Elizabeth Bjerke, Joan Hawthorne, Nancy Krom, Lana Rakow, Tom Steen

There were no faculty that attended.

The forum ended at 5:00 p.m.

Recorded by Nancy Krom.

FACULTY FORUM ON THE UND ASSESSMENT PLAN

Minutes from the forum at 12:30 p.m. March 29, 2006

Members in attendance: Elizabeth Bjerke, Nancy Krom, Renee Mabey, Lana Rakow, Barbara Voglewede

Faculty attended.

Renee Mabey convened the forum.

The UND Assessment Plan was discussed. The questions related to closing the loop and formatting of a department plan.

The next faculty forum is March 30 at 4:00 pm.

The forum ended at 1:30 p.m.

Recorded by Nancy Krom.

**Assessment Committee
March 20, 2006 – 3:30 pm
Presidents Room
Memorial Union**

Agenda

1. Minutes of March 6, 2006
2. University Plan for Assessment of Student Learning and Development - Discussion
3. Next Meeting
4. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:30 p.m. March 20, 2006

In attendance: Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Cheryl Saunders, Tom Steen, Barbara Voglewede, Carmen Williams

Not in attendance: Elizabeth Bjerke, Alexandra Burbach, Michael Nowacki, Ginny Guido, Judy Sargent, Paul Sum, Nabil Suleiman

Renee Mabey convened the meeting.

The minutes for the February 27 meeting were approved with the amendments and the minutes for the March 6 meeting were approved.

The committee reviewed the proposed UND Assessment Plan and voted to move the Plan forward for faculty review. Lana moved to approve the UND Assessment Plan and forward for faculty review. The motion was seconded, voted upon and carried unanimously.

At the next meeting, the committee will discuss selected annual reports/assessment report assignments.

The next meeting will be April 3 at 3:30 p.m. at Montgomery Hall, Room 20.

The meeting adjourned at 5:00 p.m.

Recorded by Nancy Krom.

**Assessment Committee
March 6, 2006 – 3:30 pm
Presidents Room
Memorial Union**

Agenda

1. Minutes of February 27, 2006
2. University Plan for Assessment of Student Learning and Development - Discussion
3. Next Meeting
4. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. March 6, 2006

In attendance: Elizabeth Bjerke, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Cheryl Saunders, Nabil Suleiman, Barbara Voglewede, Carmen Williams

Not in attendance: Alexandra Burbach, Michael Nowacki, Ginny Guido, Judy Sargent, Paul Sum, Tom Steen

Renee Mabey convened the meeting.

The minutes for the February 27 meeting were approved with the amendments.

There was wide discussion of the University Plan for Assessment of Student Learning and Development. The committee will meet on March 20 to review the final plan with the revisions.

There was discussion regarding the departmental assessment plans; when and where they should be updated and keeping a historical record.

The next meeting will be March 20 at 3:30 p.m. at the Memorial Union in the Presidents Room.

The meeting adjourned at 4:45 p.m.

Recorded by Nancy Krom.

Assessment Committee
February 27, 2006 – 3:30 pm
Memorial Room
Memorial Union

Agenda

1. Minutes of January 23 and February 13, 2006
2. University Assessment Plan – Preliminary Discussion
3. Review of current Senate charge to Assessment Committee
 - a. (Purpose, Functions, Responsibilities, etc)
4. Assessment Tools
 - a. Brief summary of report(s) presented January 23
 - b. Student Satisfaction Inventory -- Barbara
 - c. Questions/Discussions, Motions
5. Review of Annual Reports relative to Assessment Activities
 - a. Assignments
 - b. Template for Review
 - c. Schedule of Reviews for Committee
6. Next Meeting
7. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. February 27, 2006

AMMENDED MINUTES

In attendance: Elizabeth Bjerke, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Cheryl Saunders, Tom Steen, Nabil Suleiman, Barbara Voglewede, Carmen Williams

Not in attendance: Alexandra Burbach, Michael Nowacki, Judy Sargent, Paul Sum

Renee Mabey convened the meeting.

The minutes for the January 23 and February 13 meetings were approved.

There was preliminary discussion of the University Plan for Assessment of Student Learning and Development. The committee is to read the plan and discuss it at the next meeting. There was discussion about scheduling forums for faculty to review and discuss the plan.

Agenda:

March 6 – committee will review the plan; if accepted, we will propose a u letter announcement and request a link to the plan on the front page of the UND website

March 20 – committee will review the final plan, the link on the website, annual report assignments

March 29 – Faculty forum at 12:30-1:30 pm in the River Valley Room in the Memorial Union

March 30 - Faculty forum at 4:00-5:00 pm in the Badlands Room in the Memorial Union

April 7 – deadline for receiving input from faculty

April 10 – committee will revise the plan

April 17 – submit plan to Senate Exec for submission to May agenda

There was discussion of the current Senate charge to the committee. There will be more discussion on items 2 and 3. Item 6 will be changed to read the Institutional Research Office maintains and keeps the current committee website.

Barbara discussed the Student Satisfaction Inventory – Spring 2004.

Recommendations:

1. Very helpful to the University in student satisfaction
2. Response rate could be better
3. No specific questions on direct or indirect assessment
4. No comparative statistics with past results

Carmen will incorporate a matrix to track the suggestions of the survey review. Included in the matrix will be instrument data of review, recommendations, who the report was sent to, comments received back, if changes were made based on the survey data, align survey questions, etc.

The members were assigned Annual Reports to review for the March 20 meeting.

The next meeting will be March 6 at 3:30 p.m. at the Memorial Union in the Presidents Room.

The meeting adjourned at 5:01 p.m.

Recorded by Nancy Krom.

Assessment Committee
February 13, 2006 – 3:00 pm
Memorial Room
Memorial Union

Agenda

1. Minutes of January 23, 2005
2. University Assessment Plan – Progress Report
3. Upcoming Continuing Education opportunity
4. Assessment Tools
 - a. Summary of Report(s), Questions/Discussions, Motions
 - b. Plans for dissemination of reports to stakeholders, with timelines
5. Next Meeting
6. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. February 13, 2006

In attendance: Jean Chen, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Tom Steen, Cheryl Saunders, Nabil Suleiman, Barbara Voglewede, Carmen Williams

Not in attendance: Elizabeth Bjerke, Alexandra Burbach, Michael Nowacki, Garl Rieke, Judy Sargent, Paul Sum

Renee Mabey convened the meeting.

The committee did not have a quorum.

The minutes for the January 23 meeting were not approved; quorum was not met.

Renee will e-mail to the full committee the revised University Assessment Plan. Discussion of the plan will occur in March; revisions may be made. Once approved, it will be forwarded to the Senate for approval.

Renee will e-mail or bring to the next meeting the upcoming Continuing Education opportunities for the Assessment Committee members.

A review of the departmental/program annual reports (relative to assessment activities) will begin in March. Carmen will e-mail the links to the annual reports to committee members. Renee will send members their preliminary assignments to the departmental/program annual reports.

Reports on Assessment Tools were reviewed. Discussion items are noted below. Formal acceptance of the reports will occur with quorum.

Renee discussed the ACT Non-Returning Student Survey, 2004.

Recommendations:

1. Increased response rate is desirable
2. Look at reasons for leaving of additional sub-groups (minorities)
3. Look at additional reasons for leaving, such as deployment
4. No value of this tool for this committee relative to student learning
5. Distribute this tool to the Advisement Committee/Personnel

Ginny discussed the 2004-2005 Placement Survey

Recommendations:

1. No value of this tool for this committee relative to student learning, but a valuable tool for others (Career Services)
2. Incorporate questions from the Graduating Student Survey and the Alumni Outcomes Survey
3. Additional questions could be added by units (Colleges/Programs/Departments) if requested.

Lana discussed the Graduating Student Survey-2004 and ACE-CIRP Senior-2004

Recommendations:

1. Concern about the response rate; corrections will be made to the report.
2. ACE-CIRP: UND specific questions (local questions) should be utilized
3. ACE-CIRP Senior Survey: Consistent wording relative to UND's institutional and Gen Ed goals would be desirable/helpful.
4. Questions regarding the validity of the tool from ACE; Carmen addressed this and she feels ACE tests prior to using – validity of instrument is OK.
5. For the ACE-CIRP survey – Is it possible to compare UND results with peer institutions?
6. Increased response rate on both surveys is desirable.
7. Distribute to the General Ed Committee, and ask for feedback regarding usefulness of the survey and suggestions for additions or deletions.
8. Investigate how both instruments may be tied to other to other instruments, increasing usefulness of all.

Barb discussed the CIRP New Freshmen Survey-2004

Recommendations:

1. More specific questions for student learning goals are needed.
2. Distribute to the General Ed Committee and ask for feedback regarding usefulness of the survey to the Gen Ed Committee.
3. Use this tool every 2-3 years instead of every year and Enrollment Services agreed. Carmen will coordinate delivery times with delivery times of the Senior Survey.

Renee discussed the Sophomore Satisfaction Survey-2005

Recommendations:

1. Distribute to the General Ed Committee, and ask for a response regarding usefulness of the survey.
2. Have consistent official questions; coordinate questions with the Senior Survey
3. Review questions and align wording with UND's institutional and gen ed goals.
4. Margin of error a concern

There was discussion of aligning the survey tools with the new goals.

There was discussion of the General Education Longitudinal project and it is ongoing. The formal report will be offered in May 2006.

The assessment tools (those noted above, and the Student Satisfaction Inventory) will be discussed at the next meeting. If quorum is met, a vote will be taken on accepting the reports.

The next meeting will be February 27 at 3:30 p.m. at the Memorial Union in the Memorial Room.

The meeting adjourned at 4:30 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
January 23, 2006
3:00 pm
President's Room
Memorial Union

Agenda

1. Minutes of November 21, 2005
2. Presentations:
 - Ken Ruit, PhD, Program Assessment Resource Team (PART) and
 - Wayne Swisher, PhD, Associate Dean of the Graduate School
3. University Assessment Plan – Progress Report
4. General Education Progress Report: Tom Steen
 - a. Discussion Topic: Gen Ed Components of Assessment Plan
From discussion on 11-21: Joan, Lana, Tom
5. Assessment Tools
 - a. Summary of Report(s), Questions/Discussions, Motions
 - b. Plans for dissemination of reports to stakeholders, with timelines
6. Next Meeting
7. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. January 23, 2006

In attendance: Elizabeth Bjerke, Jean Chen, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Ken Ruit, Tom Steen, Wayne Swisher, Barbara Voglewede, Carmen Williams

Not in attendance: Alexandra Burback, Michael Nowacki, Judy Sargent, Cheryl Saunders, Nabil Suleiman, Paul Sum

Renee Mabey convened the meeting.

The minutes for the November 21 meeting were approved.

Renee welcomed Ken Ruit, PhD, Program Assessment Resource Team (PART) and Wayne Swisher, PhD, Associate Dean of the Graduate School to the meeting.

Ken spoke about the Program Assessment Resource Team (PART) which is comprised of ten faculty and funded by the Bush Grant thru OID.

The Team, upon request, assists departments and programs with assessment plans and activities. Departments and programs which have already worked with PART will be contacted in 2006 as to how they have progressed.

Previously, the Team conducted graduate assessment workshops with good participation.

Most, if not all departments have their assessment plan on file in the Provost's office.

PART is available to help the Assessment Committee; this committee should let the team know if and how they need their help.

Wayne spoke about his role as Associate Dean of the Graduate School, with responsibilities for graduate program assessment.

Wayne has proposed a 7 year periodic review of graduate programs. The program's self-study would include an overview of program and student learning assessment plans, activities, results, and revisions secondary to assessment.

Wayne mentioned that if the committee has questions or concerns, please let him know if he can help.

Joan reported on the progress of the University Assessment Plan.

Tom Steen reported on the progress of the General Education report.

The assessment tools will be discussed at the next meeting.

The next meeting will be February 13 at 3:00 p.m.

The meeting adjourned at 4:30 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
December 5, 2005
3:00 pm
Twamley Hall, Room 305

Agenda

- 1. Minutes of November 21, 2005**
- 2. Ken Ruit: Program Assessment Resource Team (PART)**
- 3. University Assessment Plan – Update**
- 4. Report on 2004-2005 Annual Report give to Senate December 1**
- 5. Assessment Tools**
 - a. Questions on Assessment Tools/Process**
 - b. Assignments to Sophomore Satisfaction Survey**
 - c. Post Reports by January 13, 2006**
- 6. Next Meeting**
- 7. Matters Arising**

Senate University Assessment Committee
November 21, 2005
3:00 pm
Twamley Hall, Room 305

Agenda

1. Minutes of November 7, 2005
2. Assessment Tools
 - a. Updated Table
 - b. Questions on Assessment Tools/Process
 - c. Assignments to Placement Survey, Sophomore Satisfaction Survey
3. Senate Request
4. University Assessment Plan
 - a. Discussion: Questions; Ideas; Suggestions
 - b. Coordination of Questions (addressing the Assessment Tools) with the Assessment Plan
5. Thank You
6. Next Meeting – December 5, 2005
7. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. November 21, 2005

In attendance: Elizabeth Bjerke, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Judy Sargent, Tom Steen, Paul Sum, Barbara Voglewede, Carmen Williams

Not in attendance: Alexandra Burback, Michael Nowacki, Cheryl Saunders, Nabil Suleiman

Renee Mabey convened the meeting.

The minutes for the November 7, meeting were approved.

There was discussion on the FSSE Survey, lead by Paul Sum. There was a motion and second to accept the report given this year on the FSSE Survey, but that UND not use the FSSE Survey in the future. Motion carried.

There was a review of the assessment tools assignments. In January, the assignments will be discussed at the meetings.

There was discussion on purpose, functions, responsibilities of the committee.

There was discussion on welcoming the Program Assessment Resource Team (PART) to our meeting, to inform the Committee of the Team's role in Assessment at UND. Ken Ruit will be contacted.

There was discussion on updating the University Assessment Plan.

Renee will send out General Ed goals, strategic plan goals and university mission goals.

There was discussion on the departmental assessment plans and assessment reports.

There was discussion regarding a sub committee to look at and critique the University Assessment Plan. The sub committee will consist of Joan, Renee, Barbara and Elizabeth.

The next meeting will be December 5, 2005 at 3:00 pm.

The meeting adjourned at 4:30 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
November 7, 2005
Memorial Room, Memorial Union

Agenda

1. Minutes of October 24, 2005
2. AY 2004-2005 Annual Report
3. Departmental Annual Reports on Assessment:
 - a. Follow-up Letter to Departments
 - b. Web Examples
4. Assessment Tools
 - a. Reports: Paul Sum, NSSE, FSSE
Renee Mabey, ACT Alumni Outcomes Survey
Garl Rieke, ACT Non-Returning Student Survey
 - b. Updated Table of Assessment Tools
 - c. Assignments and Scheduling
5. Next Meeting - November 21, 2005
6. Matters Arising

**Assessment Committee
Agenda
November 7, 2005**

1. Minutes of October 17, as amended.
2. Minutes of October 24, 2005
3. Assessment Committee Annual Report for 2004-2005: update from John, Joan
4. Departmental Annual Reports on Assessment:
 - a. Update from Joan re letter
 - b. Update on Web examples: Joan, (Ken,) Carmen
5. Assessment Tools:
 - a. NSSE, Paul; FSSE, Paul,
ACT Non-Returning Student Survey, Garl;
ACT Alumni Survey, Renee
 - b. Assignments of remaining surveys
 - c. Questions to address in summaries: additional?
 - d. Scheduling of Reports
 - e. Electronic copy to Committee members before meeting,
Discussion, review and revise/accept during meeting
6. Next meeting
7. Matters arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. November 7, 2005

In attendance: Elizabeth Bjerke, Alexandra Burbach, Jean Chen, Joan Hawthorne, Nancy Krom, Renee Mabey, Lana Rakow, Garl Rieke, Judy Sargent, Nabil Suleiman, Paul Sum, Barbara Voglewede, Carmen Williams

Not in attendance: Ginny Guido, Michael Nowacki, Cheryl Saunders, Tom Steen

Renee Mabey convened the meeting.

The minutes for the October 24 meeting were approved.

John Bridewell has completed the Assessment Committee Annual Report for 2004-2005. Renee will send the report electronically to members. John will submit the report to Senate.

Joan mailed a letter to department chairpersons acknowledging the work they have done on their assessment portion of their annual report. As the committee continues reviewing the assessment portions of the annual reports, the committee will give their feedback to the departments in the spring semester. Renee thanked the committee for their work.

Renee mentioned the examples of Departmental Assessment Plans that are on the Assessment website.

Committee member reports on the Assessment Tools will be delayed until December or January, with 1-2 meetings devoted to hearing and receiving the reports.

The ACT Non-Returning Student Survey report will be given at the time when all reports are presented; this will allow the newest report to be included in the review. Renee has completed her report on the most recent (2004) ACT Alumni Survey. Paul reported on the 2005 NSSE report at this meeting and there was wide discussion.

The committee moved to accept the 2005 NSSE report from Paul, as amended with a recommendation that the instrument and results go to the General Education Committee and the Advising Committee for review and follow-up back to us. The report should get back to us by February 15.

The University Assessment Plan needs to be updated by the committee. The committee members are to look over the plan for the next meeting.

There was discussion on the assessment tools and members were assigned to them. The members will be sent a full report on the tool they are working on.

The next meeting will be November 21, 2005 at 3:00 pm.

The meeting adjourned at 4:00 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
October 24, 2005

1. Welcome and Thank You
2. Minutes of October 17, 2005
3. Contact Information
4. Assessment committee Annual Report for 2004-2005
5. Departmental Annual Reports on Assessment: Update
6. Assessment Tools: Assignments
 - a. Questions to address in summaries
 - b. Last year's assignments
 - c. This year's assignments
 - d. Scheduling of Reports
7. Coordination of: Assistant Provost, Graduate School Associate Dean, Assessment Committee, PART, HLC Teams. Our role: TBA
8. Senate Charge
9. Continuing Education
10. Assessment Committee Meeting Schedule
11. Matters Arising

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. October 24, 2005

In attendance: Alexandra Burbach, Jean Chen, Ginny Guido, Joan Hawthorne, Nancy Krom, Renee Mabey, Michael Nowacki, Lana Rakow, Garl Rieke, Judy Sargent, Cheryl Saunders, Tom Steen, Paul Sum

Not in attendance: Elizabeth Bjerke, Barbara Voglewede, Carmen Williams

Renee Mabey convened the meeting.

The minutes for the October 24 meeting were approved with an amendment from Cheryl Saunders: 'Many departments of Student Outreach Services have assessment plans that are completed and/or in development.'

John Bridewell is working on the Assessment Committee Annual Report for 2004-2005.

Joan will prepare a follow-up letter to departments acknowledging the work that they have done on their assessment portion of their annual report.

There was discussion of exemplary assessment plans and reports being placed on the assessment website as examples. Joan, Ken Ruit, and Carmen will address this possibility.

Paul reported on the NSSE 2003 and the FSSE 2003 reports and there was discussion; the NSSE 2005 report will be presented Nov 7.

Renee distributed the list of questions to use when analyzing the University assessment tools. Also, the 2003 and 2004 ACT Alumni Outcomes Surveys report was distributed as accepted by the committee, Fall 2004 as an FYI.

The committee is requesting which survey tools are mandated and if they are amendable. Jean will provide this information.

There was discussion regarding the meeting schedule. The next meeting will be Monday, November 7, at 3:00 - 4:30 pm, at the Memorial Union in the Memorial Room.

There was discussion regarding the 11th Annual Meeting of The Higher Learning Commission NCA which is March 31-April 4 in Chicago.

At the next meeting, Paul will report on the 2005 NSSE report, Renee will report on the 2005 ACT Alumni Survey, and Garl will continue his report on the 2004 Non-Returning Student Survey.

The meeting adjourned at 4:20 p.m.

Recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
October 17, 2005

1. Minutes of the May 2, 2005 Meeting
2. Welcome
 - Elizabeth Bjerke
 - Ginny Guido
 - Joan Hawthorne
 - Renee Mabey
 - Lana Rakow
 - Garl Rieke
 - Judy Sargent
 - Cheryl Saunders
 - Tom Steen
 - Nabil Suleiman
 - Paul Sum
 - Barbara Voglewede
 - Carmen Williams
 - Jean Chen-consultant-surveys
 - Nancy Krom-recorder
 - Alexandra Burbach-Student
 - Michael Nowacki-Student
3. Review committee purpose, functions and responsibilities
4. Overview of committee activities and accomplishments for the year
5. Chair nominations / election
6. Determine next meeting time and/or permanent meeting time
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:00 p.m. October 17, 2005

Present: Elizabeth Bjerke, John Bridewell, Ginny Guido, Joan Hawthorne, Renee Mabey, Lana Rakow, Garl Rieke, Cheryl Saunders, Tom Steen, Nabil Suleiman, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the May 2 meeting were approved.

There were several handouts including the committee member list, University Assessment Committee functions and responsibilities, descriptions and timelines of Institutional Surveys, 2003 NSSE and 2003 FSSE Survey, 2004 Campus Quality Survey, 2004 ACT Withdrawing/Non-Returning Student Survey, UND Entering Freshman Results Per 2004 Cirp Survey, National Survey of Student Engagement Survey 2005 Results and UND 2005 Sophomore Satisfaction Survey.

There were introductions of the committee members.

There was a review of the committee functions and responsibilities.

John is working on the Assessment Committee Annual Report that goes to the University Senate.

There was discussion regarding drafting a memo to departments thanking them for their work on the assessment portion of the annual report.

Tom discussed the General Education activities including assessment issues and the PART team.

John thanked Institutional Research for updating the Assessment website and stated that the site is very helpful.

There was discussion to get a report from this committee, to aggregate the information from all the survey tools that the committee has looked at.

There was an overview of committee activities and agenda items for the coming year:

- ✓ Planning for General Education and Assessment
- ✓ Higher Learning Commission visit
- ✓ Review annual report feedback
- ✓ Review last year's OIR reports
- ✓ Surveys to be discussed
- ✓ A letter regarding annual review
- ✓ Fall review of assessment plan

Renee Mabey was elected chairperson of the Assessment committee.

Renee stated that the Assessment Committee, the PART team and the Graduate Committee will work together.

Next week we will look at the schedule and the assignments to which the survey tools were assigned to members to report on.

The next meeting will be October 24, Monday, at 3:00-4:30.

Minutes recorded by Nancy Krom.

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. Sept 1, 2005

Present: George Bibel, John Bridewell, Jean Chen, Ginny Guido, Renee Mabey, Matthew Myrick, Lana Rakow, Garl Rieke, Ken Ruit, Nabil Suleiman, Carmen Williams

John Bridewell convened the meeting.

The minutes for the April 25 meeting were approved.

The committee welcomed Nabil Suleiman from the School of Engineering and Mines as a new committee member. The committee thanked the outgoing members.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Industrial Technology, Physics and School of Communication. The committee members will continue to send the reviews electronically to Ken.

John distributed a handout that included the University Assessment Committee Functions and Responsibilities, the University Assessment Committee Members and the description and timelines of surveys.

There was discussion regarding a follow-up on all the survey reports that Institutional Research has produced, non-academic issues pertaining to go forward on assessment portions, samples of good department assessment reports be on the web, keep informed of the General Education issues.

There was discussion to identify noteworthy accomplishments regarding assessment in a department, an assessment award for departments or individuals being recognized as service or academic development. Outstanding Department Assessment Plan - a model example on the Assessment website.

There was discussion regarding the Assessment Committee should be on the agenda at the Senate Meeting - annual report – UND Counsel Meeting at the Fall University Counsel Meeting – talk to the University Community through this meeting.

Ken will give the new criteria from NCA to the members regarding the Assessment Plan.

Renee is done with the Graduate Committee so she will be replaced.

In June, Ken and five faculty will attend a 3 day assessment workshop in Chicago. (where? What conference? Call Ken)

The committee will elect a new chair next fall.

The committee will continue to send information to the members before Fall.

John thanked Ken and the committee for their hard work and also thanked Institutional Research for their work on the Assessment website.

This was our final meeting of the semester.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
May 2, 2005

1. Minutes of the April 25, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. May 2, 2005

Present: George Bibel, John Bridewell, Jean Chen, Ginny Guido, Renee Mabey, Matthew Myrick, Lana Rakow, Garl Rieke, Ken Ruit, Nabil Suleiman, Carmen Williams

John Bridewell convened the meeting.

The minutes for the April 25 meeting were approved.

The committee welcomed Nabil Suleiman from the School of Engineering and Mines as a new committee member. The committee thanked the outgoing members.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Industrial Technology, Physics and School of Communication. The committee members will continue to send the reviews electronically to Ken.

John distributed handouts that included the University Assessment Committee Functions and Responsibilities, the University Assessment Committee Members and the description and timelines of surveys.

There was discussion regarding a follow-up on all the survey reports that Institutional Research has produced. There was discussion on non-academic departmental issues on assessment. There was discussion on samples of good department assessment reports to be posted on the web.

The committee discussed about being informed on the General Education issues.

There was discussion to identify noteworthy accomplishments regarding assessment in a department, an assessment award for departments or individuals being recognized as service or academic development. Outstanding Department Assessment Plan - a model example on the Assessment website.

There was discussion that the Assessment Committee should be on the agenda at the Senate Meeting - annual reporting – at the Fall University Counsel Meeting – talk to the University Community through this meeting.

Ken will give the new criteria from NCA to the members regarding the Assessment Plan.

In June, Ken and five faculty members will attend an assessment workshop in Chicago.

The committee will elect a new chair next fall.

John thanked Ken and the committee for their hard work and also thanked Institutional Research for their work on the Assessment website.

This was our final meeting of the semester.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 25, 2005

1. Minutes of the April 18, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. April 25, 2005

Present: John Bridewell, Ginny Guido, Renee Mabey, Lana Rakow, Garl Rieke, Ken Ruit, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the April 18 meeting were approved.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Mechanical Engineering, School of Engineering and Mines, School of Aerospace Sciences, Atmospheric Sciences, Aviation, Space Studies and Criminal Justice. The committee members will continue to send the reviews electronically to Ken.

The committee will continue to discuss the next group of annual reports at the next meeting. Ken will review the Medical School and Law School annual reports.

The committee will do some clean up of some of the assignments and also look at the committee structure and the members' terms.

There was discussion regarding projects during the summer; the University Assessment Plan will be updated, different sections of the plan will be updated, an updated matrix will be reconstructed. The General Education Assessment portion will be constructed by the end of May. NSSE, FSSE and other survey reports will be revisited over the summer and discussed next fall.

The next meeting will be May 2, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 18, 2005

1. Minutes of the April 11, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. April 18, 2005

Present: John Bridewell, Ginny Guido, Matthew Myrick, Ken Ruit, Tom Steen, Carmen Williams

John Bridewell convened the meeting.

The minutes for the April 11 meeting were approved.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Psychology, Womens Studies, Sociology, Chemical Engineering, Civil Engineering, Electrical Engineering, and Geology. The committee members will continue to send the reviews electronically to Ken.

The committee will continue to discuss the next group of annual reports at the next meeting.

There was discussion of listing department and college assessment samples on the website.

Ken spoke to the committee about The Higher Learning Commission Conference in Chicago that he attended.

The next meeting will be April 25, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 11, 2005

1. Minutes of the April 4, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. April 11, 2005

Present: John Bridewell, Ginny Guido, Renee Mabey, Lana Rakow, Garl Rieke, Judy Sargent, Paul Sum

John Bridewell convened the meeting.

The minutes for the April 4 meeting were approved.

The UND Entering Freshman Results Per 2004 Cirp Survey Executive Summary was distributed to all members. The committee will discuss this report in Fall 2005.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Communication Sciences and Disorders, Geography, History, Humanities, Indian Studies, Languages, Mathematics, Military Science, Music, Philosophy and Religion. The committee members will continue to send the reviews electronically to Ken.

The committee will continue to discuss the next group of annual reports at the next meeting.

The next meeting will be April 18, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 4, 2005

1. Minutes of the March 21, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. April 4, 2005

Present: George Bible, John Bridewell, Ginny Guido, Renee Mabey, Lana Rakow, Garl Rieke, Judy Sargent, Cheryl Saunders, Tom Steen

John Bridewell convened the meeting.

The minutes for the March 21 meeting were approved.

The 2004 ACT Withdrawing/Non-Returning Student Survey Executive Summary was distributed to all members. The committee will discuss this report in Fall 2005.

Carmen's office has a secure website for the assessment plans. The committee members will receive the link to the Assessment Plan secure site and password by e-mail.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Political Science, Anthropology, Art, Biology and Chemistry. The committee members will continue to send the reviews electronically to Ken.

The committee will continue to discuss the next group of annual reports at the next meeting.

The next meeting will be April 11, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
March 21, 2005

1. Minutes of the March 7, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. March 21, 2005

Present: John Bridewell, Ginny Guido, Lana Rakow, Garl Rieke, Ken Ruit, Cheryl Saunders, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the March 7 meeting were approved.

The members discussed providing a glossary of terms for the departments to use. Ken will produce a glossary that will include a growing list of definitions and terminology.

Carmen distributed the Assessment of Student Learning portion of the annual reports for Physics and Industrial Technology. Medicine annual reports are available through SMHS; Law didn't have an assessment portion.

Carmen is receiving the Departmental Assessment Plans and posting to the web. The Assessment Plans are due March 31. Ken and the Provost will be contacting the departments if they don't receive them by the due date. Carmen's office has a secure website for the assessment plans.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Teaching and Learning, Accounting and Business Law, College of Business and Public Administration, Economics, Finance, Information Systems and Business Education, Management and Marketing. The committee members will continue to send the reviews electronically to Ken.

Ken suggested a column of Undergraduate and Graduate in the program areas of assessment plans that are on the web.

The committee will continue to discuss the next group of annual reports at the next meeting.

The next meeting will be April 4, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
March 7, 2005

1. Minutes of the February 28, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. March 7, 2005

Present: George Bible, John Bridewell, Ginny Guido, Renee Mabey, Lana Rakow, Garl Rieke, Tom Steen, Paul Sum

John Bridewell convened the meeting.

The minutes for the February 28 meeting were approved.

The committee received the executive copy of the 2004 Campus Quality Survey. The committee will discuss the survey next fall.

The committee members discussed the annual reports that were assigned for this week. The annual reports that were discussed were Counseling, Education and Human Development, Education Foundations and Research, Educational Leadership, Physical Education and Exercise Science, Social Work and Teaching and Learning. The committee members used the review form when evaluating the reports and they will email their form to Ken. Ken will file the departmental annual reports reviews and then construct a single page of feedback to go back to the department. There was discussion on all the reports.

The committee will continue to discuss the next group of annual reports at the next meeting.

The members discussed providing a glossary of terms for the departments to use.

Carmen is checking on any missing Annual Reports.

The next meeting will be March 21, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
February 28, 2005

1. Minutes of the February 14, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. February 28, 2005

Present: John Bridewell, Ginny Guido, Renee Mabey, Kenneth Ruit, Cheryl Saunders, Tom Steen, Carmen Williams

John Bridewell convened the meeting.

The minutes for the February 14 meeting were approved.

Ken distributed a revision of the evaluation of departmental assessment activities form.

John distributed the University Assessment Committee Annual Report Assignments sheet. The members will review the report independently and then review with the other team member at the next meeting. The team may e-mail or phone each other to discuss the report before the meeting. At the beginning of the meeting, the team members will collaborate for five minutes to discuss the reports and then present to the other members. To stay consistent, all committee members will review every 7th report.

Once the Committee discusses the reports, members will email their reviews to Ken. Ken will file the departmental annual reports reviews and then construct a single page of feedback to go back to the department.

Carmen is checking on any missing Annual Reports.

Ken will email to departments a blank copy of the evaluation of departmental assessment activities form so the departments can see what the committee is looking for on their annual report.

There was discussion on the non-academic departments regarding assessment.

Ken mentioned that Assessment Plans are coming in and the committee will be reviewing them.

The next meeting will be March 7, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
February 14, 2005

1. Minutes of the February 7, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. February 14, 2005

Present: George Bible, John Bridewell, Renee Mabey, Matthew Myrick, Lana Rakow, Garl Rieke, Kenneth Ruit, Cheryl Saunders, Tom Steen, Paul Sum, Carmen Williams

Ken Ruit convened the meeting.

The amended minutes for the January 24 meeting were approved.

The minutes for the February 7 meeting were approved.

Ken distributed a revision of the evaluation of departmental assessment activities form. There was wide discussion regarding this form. There was a suggestion to have a short paragraph at the beginning to explain what the form is intended for. Ken also distributed the assessment template of the annual report. There was a suggestion to have a contact name and phone number on this template.

There was wide discussion on the College of Nursing annual report. The committee used the evaluation of departmental assessment activities form to discuss and summarize the College of Nursing annual report.

The evaluation of departmental assessment activities forms on all the colleges will be filed in Ken's office. Ken will review and summarize a report that goes back to the college. The evaluation of departmental assessment activities forms will also go back to the departments and colleges. A summary of the committee's findings will come from Ken's office to the departments.

Ken would like the members to send him the evaluation work they have done on the College of EHD, using the new evaluation form.

John distributed the University Assessment Committee Assessment Tool List. John will complete the list and send to the committee members.

The next meeting will be February 28, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
February 7, 2005

1. Minutes of the January 24, 2005 Meeting
2. Announcements
3. Discuss reviewing Annual Reports
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. February 7, 2005

Present: George Bible, John Bridewell, Renee Mabey, Lana Rakow, Garl Rieke, Kenneth Ruit, Tom Steen, Paul Sum, Carmen Williams, Jean Chen (visitor)

Ken Ruit convened the meeting.

The minutes for the January 24 meeting were approved with corrections.

John distributed a Committee Member Information Sheet. There was discussion. This information sheet will help members to check on the surveys they are to report on in the weeks to come.

We will be meeting on Feb 14 and Feb 28. We may meet on March 7, the week of Spring Break.

If anyone knows of any student that would like to become a member of the assessment committee, please let John know.

The committee was charged with evaluating the EHD departmental assessment activities annual reports for this meeting. There was wide discussion.

Ken will redesign the evaluation form and send it to members by e-mail. The committee members will use the new evaluation form as they read and review the Annual Report for the College of Nursing.

Our next meeting will be February 14, 2:00-3:00 p.m.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
January 24, 2005

1. Minutes of the December 8, 2004 Meeting
2. Announcements
3. Annual Report Evaluation Form
4. Other issues arising
5. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 2:00 p.m. January 24, 2005

Present: George Bible, John Bridewell, Renee Mabey, Matthew Myrick, Lana Rakow, Garl Rieke, Kenneth Ruit, Judy Sargent, Cheryl Saunders, Tom Steen, Paul Sum, Carmen Williams, Jean Chen (visitor)

Ken Ruit convened the meeting.

The minutes for the December 8 meeting were approved.

Ken distributed two drafts of an evaluation of departmental assessment activities form. There was wide discussion regarding these forms.

Members will read the College of EHD assessment sections of the annual reports and using the draft checklist form will summarize and make recommendations to the committee at the next meeting. Members are also asked to make recommendations about the checklist.

Assessment plans are due March 1.

Ken may touch base with the department chairs regarding the assessment portion of their annual reports.

In the future, there will be annual reporting workshops for non-academic departments also.

Nancy will e-mail to the members the annual report assessment portion template and the draft of the checklist.

Members of the Assessment Committee are encouraged to attend the General Education Report meeting on February 11, at noon-2:00pm. There will be a box lunch. To register contact Jana Hollands, University Writing Program.

Our next meeting will be February 7, 2:00-3:00 p.m. in Twamley Hall, Room 305.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
December 8, 2004

1. Minutes of the November 17, 2004 Meeting
2. Announcements
3. Annual Reports
4. Annual Report Evaluation Form
5. Other issues arising
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. December 8, 2004

Present: John Bridewell, Ginny Guido, Renee Mabey, Matthew Myrick, Garl Rieke, Kenneth Ruit, Tom Steen

Ken Ruit convened the meeting.

The minutes for the November 17 meeting were approved.

Ken has finished the three session series of the graduate assessment workshops. The workshops went extremely well. There were 35-40 different graduate programs represented. All of the sessions are video taped. The videotape is available from the Graduate School and the Chester Fritz Library.

Ken was in Chicago last week at the NCA Higher Education Learning Commission conference. Ken was at the conference being trained as a Consultant-Evaluator for the Higher Learning Commission of the North Central Association of Colleges and Schools.

Tom Steen gave an update on the General Education Committee. The revalidation workshop for department chairs on Friday, November 19 went very well.

Hard copies of all the assessment sections of all the annual departmental reports arranged by college for each committee member were distributed. The members are to peruse the reports, formulate an intentional plan and give feedback for follow-up.

Nancy will send a time schedule to the members to complete and return so we can schedule our meeting times for next semester.

Minutes recorded by Nancy Krom.

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. November 17, 2004

Present: John Bridewell, Matthew Myrick, Garl Rieke, Ken Ruit, Cheryl Saunders, Tom Steen, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the November 3 meeting were approved.

Tom Steen gave an update on the General Education Committee. The General Education assessment issues are a work in progress. The General Education Longitudinal Study is in its 4th year, and involves following and interviewing a group of students each year. Ten faculty are involved in this project. Anne Kelsch is the coordinator for the project, and the final report is being written for this year. The Assessment committee will get a report. There was discussion on inviting Anne Kelsch to our next -meeting to discuss this project.

The General Education committee and Provost Martha Potvin will have an annual revalidation workshop for department chairs on Friday, November 19. Martha and Tom Steen will present on direct assessment. Tom will outline examples on direct and indirect assessment. Ken will assign members of the PART team to work with each department.

Joan Hawthorne is an administrative intern this semester in the VPAA office and will work on analyzing transcripts and General Ed courses. There will be preliminary results by the end of the semester. Ken, Garl and Paul will look at the General Ed assessment plan.

Before the next meeting, Ken would like hard copies of all the assessment sections of all the annual departmental reports for each committee member and arranged by college.

Ken has finished two of the three session series of the graduate assessment workshops. There were 35-40 different graduate programs represented. The workshops are designed so their assessment plan is being written and worked on and the draft form will be ready by the middle of December. There is one session left "Interpreting Results and "Closing the Loop", which will be held on November 29 and November 30 from 12-1:30 PM RTC 211. Ken will discuss the sessions with the Graduate School. All of the sessions are video taped and the power point presentations are posted on the web.

John distributed a form for the committee to use that outlines criteria by which annual reports will be reviewed and how feedback will be provided. Review the form and discuss at the next meeting.

There will be more discussion at a later date on assessment in non-academic areas.

John will designate members to review the Student Satisfaction Inventory Spring 2004 report.

Minutes recorded by Nancy Krom.

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. November 3, 2004

Present: John Bridewell, Jean Chen, Ginny Guido, Renee Mabey, Matthew Myrick, Garl Rieke, Judy Sargent, Cheryl Saunders, Tom Steen

John Bridewell convened the meeting.

The minutes for the October 20 meeting were approved.

There were introductions of new members.

Ken is arranging a teleconference with our assessment, IT and IR people and a representative from Nuventive to evaluate the usefulness of a software product called TracDAT, which is designed to provide a user-friendly interface for constructing and revising assessment plans, managing data, and generating reports. There will be more information on this.

The first session of the graduate assessment workshops was held last week. Over the two days, there were 35 different graduate programs represented and the focus was on principles of assessment and articulating mission, goals and objectives. Session two occurs in two weeks. Ken sent a couple of handouts to the meeting. The first handout was the power point presentation for the committee's perusal and the second was an assessment plan template that was introduced to the program directors.

Ken Ruit (with PART team help) will be conducting a 3-session workshop for Graduate Program Directors on assessment. University Assessment Committee members are urged to attend.

What Are Your Students Learning?: Keys to Effectively Assessing Your Graduate Program

Session 1: Communicating Your Graduate Program's Mission and Goals for Student Learning

October 26 12-1:30PM RTC 211

October 27 12-1:30PM River Valley Room

Session 2: Choosing Appropriate Assessment Methods

November 15 12-1:30PM RTC 211

November 16 12-1:30PM River Valley Room

Session 3: Interpreting Results and "Closing the Loop"

November 29 12-1:30PM RTC 211

November 30 12-1:30PM RTC 211

John distributed a form for the committee to use that outlines criteria by which annual reports will be reviewed and how feedback will be provided. Review the form and discuss at the next meeting.

Annual reports (Assessment updates) are beginning to arrive. Ken Ruit will be providing the reports to this committee as the information is gathered.

Ginny attended Session 1 of the Graduate Program Director workshop and reported on it.

Cheryl Saunders presented a topic on "Assessing the Outcomes of Student Affairs: Be Ready for the Next Accreditation Visit", there was wide discussion.

There was discussion regarding the PART Team and it's responsibility to help this committee.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Meeting Agenda
October 20, 2004

1. Minutes of the October 6, 2004 Meeting
2. Announcements
 - Annual Report was received and filed at the University Senate meeting on October 7
 - Department and College Assessment reports/updates are beginning to arrive at the VPAA's office. Ken Ruit will be providing the reports to this committee as the information is gathered.
 - Cheryl Saunders to lead discussion on November 3 on Student Learning in non-academic units
 - Paul Sum and Garl Rieke have volunteered to help Ken Ruit revise the University Assessment Plan and will bring the proposed revisions before this committee for discussion.
 - Ken Ruit (with PART team help) will be conducting a 3-session workshop for Graduate Program Directors on assessment. University Assessment Committee members are urged to attend.

What Are Your Students Learning?: Keys to Effectively Assessing Your Graduate Program

Session 1: Communicating Your Graduate Program's Mission and Goals for Student Learning
October 26 12-1:30PM RTC 211
October 27 12-1:30PM River Valley Room

Session 2: Choosing Appropriate Assessment Methods
November 15 12-1:30PM RTC 211
November 16 12-1:30PM River Valley Room

Session 3: Interpreting Results and "Closing the Loop"
November 29 12-1:30PM RTC 211
November 30 12-1:30PM RTC 211

3. Alumni Survey - Renee Mabey
 - Final Summary and Recommendations
4. Assessment Groups
 - Questions
 - Assignments
5. Graduating Student Survey - Carmen
 - Distribution of results
 - Committee team to analyze results – due?
6. Departmental and College Annual Reports – Assessment Updates
 - Discussion on how to analyze department and college assessment
7. General Education Update – Tom Steen
8. Other issues arising
9. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. October 20, 2004

Present: George Bibel, John Bridewell, Jean Chen, James Claffin, Renee Mabey, Matthew Myrick, Garl Rieke, Cheryl Saunders, Tom Steen, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the October 6 meeting were approved.

The Assessment Committee's annual report was received and filed at the University Senate meeting on October 7.

Annual reports (Assessment updates) are beginning to arrive. Ken Ruit will be providing the reports to this committee as the information is gathered.

Paul Sum, Garl Rieke, and Renee Mabey have volunteered to help Ken Ruit revise the University Assessment Plan and will bring the proposed revisions before this committee for discussion.

Renee Mabey distributed the final summary and recommendations of the 2003 and 2004 ACT Alumni Outcomes Surveys. The committee passed as receiving the report and there was wide discussion. The summary will be passed on to Ken for his interpretation and recommendations.

John distributed "Questions to Answer" to use when reporting on the assessment tool they have chosen. There was discussion of the assessment tools and members were assigned to report back to the committee with a brief summary of the report. Carmen will mail the Survey Descriptions & Timelines to the members and whatever tool interests you to work on, contact John and let him know.

Carmen Williams distributed the Spring 2004 Graduating Student Survey and there was discussion. Carmen will send Tom, James, and Paul an executive copy of the Graduating Student Survey who will interpret and provide a summary recommendation at an upcoming meeting.

There was wide discussion on standardized testing surveys vs. surveys.

John Bridewell would like the college and department assessment plans available, electronically, for access by the committee members.

Ken Ruit (with PART team help) will be conducting a 3-session workshop for Graduate Program Directors on assessment. University Assessment Committee members are invited to attend. Dates and times are listed on today's agenda.

Matthew Myrick, student representative, will talk to student government to recruit another student to join the committee.

Judy Sargent, Director, Resident Services will be the Vice President Finance & Operations designee for the committee.

Tom Steen noted that the General Education Committee will be conducting a workshop on November 19, from 9-10:30 a.m., this workshop is on revalidation and direct assessment. This year the workshop will help departments find more direct measurements to fold into their assessments. This is the first time that these workshops will be used this way. Tom will have more details regarding the workshop at the next meeting. Assessment committee members are invited to attend.

Cheryl Saunders will lead a discussion at the November 3 meeting on Student Learning in non-academic units.

The next meeting is November 3 at 4:00-5:00 in the Governors Room at the Memorial Union.

Minutes recorded by Nancy Krom.

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 4:00 p.m. October 6, 2004

Present: George Bibel, John Bridewell, Jean Chen, Ginny Guido, Renee Mabey, Matthew Myrick, Garl Rieke, Ken Ruit, Cheryl Saunders, Tom Steen, Paul Sum, Carmen Williams

John Bridewell convened the meeting.

The minutes for the September 22 meeting were approved.

The committee welcomed Matthew Myrick, a senator from Student Government, who is a member of the committee this year.

There were introductions of the Senate University Assessment Committee members.

John distributed the Senate University Assessment Committee Annual Report AY 2003-2004 to the committee for any corrections, additions or deletions. The report will be submitted to the Senate on October 7.

The assessment of student learning portion in the annual reports will be looked at and reported on by the committee. This section has been revised for this years' report.

There was discussion as to how the areas of Student & Outreach Services and Finance and Operations should address the assessment portion of their annual reports.

Cheryl Saunders will lead discussion, on November 3 about how student learning in non-academic units might be addressed.

Ken, Paul, and Renee will work to revise the UND Institutional Assessment Plan.

Ken will be working on developing an assessment plan in Graduate Programs. He will be planning assessment workshops, which will be a three session series for developing the assessment program. The three series will include articulating the mission and student learning goals, choosing appropriate methods of assessment and interpreting the data and closing the loop. The PART team will work with Ken in the graduate workshops.

Renee reported on the 2003 & 2004 ACT Alumni Outcomes Survey following a template of questions and answers. There are questions as to its usefulness as a student learning and assessment tool. This is a North Dakota mandated survey. Renee will bring to the next meeting the final summary and recommendations of this survey. The assessment committee will address the summary and Ken/committee will follow-up with others as needed.

Ken distributed an article he had written on "Assessment in Focus" for the newsletter that the Office of Instructional Development produces.

Carmen distributed the Current Status and Future Timeline of Institutional Surveys.

Jean, Ken, Paul, and Tom will finish the reports on the NSSE and FSSE surveys this year.

Tom Steen will be the liaison between the Assessment Committee and the General Education Committee.

John Bridewell was nominated and re-elected as the chair of the committee. The committee gave John a "Thank You".

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 22, 2004

1. Minutes of the April 8, 2004 meeting
2. Introduction of new members – Sionara to the departing members

Departing – Randy Lee
 Sharleen Jenniges
 Burt Thorp
 Ginny Guido
New - Lana Rakow
 James Claflin
 Welcome back Ginny Guido
 Students TBA
3. Review of committee activities
4. Chair nominations / election
5. NSSE / FSSE report – Jean Chen, Tom Steen, John Bridewell
Annual Report – update completed, review next year
Gen Ed Longitudinal Study update – Tom Steen
College Student Inventory – next year
ACE – CIRP Surveys – Freshmen, Seniors – next year
Placement Survey – Sharleen Jennings
Alumni Outcomes – Renee Mabey
Grad Student Survey – Carmen – next year
Sophomore Satisfaction Survey – next year
ACT Non-returning Student Survey – next year
6. Next Meeting
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. April 22, 2004

Present: John Bridewell, Jean Chen, James Claflin, Ginny Guido, Sharleen Jenniges, Randy Lee, Renee Mabey, Lana Rakow, Garl Rieke, Tom Steen, Paul Sum, Burt Thorp

John Bridewell convened the meeting.

The minutes for the April 8 meeting were approved.

There were introductions of new members, Lana Rakow from School of Communication and James Claflin from the Law School. Ginny Guido will continue on as the College of Nursing representative. There will also be new student representatives on the committee. The departing members are Randy Lee from the Law School, Burt Thorp from English and Sharleen Jenniges, Student Representative.

There was a review of committee activities over the past two years:

- Expanded the committee membership to Graduate School representative, Vice President for Finance and Operations or designee and Vice President for Student and Outreach Services or designee
- Reviewed annual reports
- Conducted assessment seminar for chairpersons
- Revised the UND assessment plan
- Prepared for the upcoming NCA- HLC accreditation visit
- Accreditation self-study led to an awareness of the need for assessment at UND
- The PART Team was developed with support from the Bush Foundation
- Sara Hanhan retired
- Ken Ruit was named assistant provost for University Assessment
- John Bridewell was nominated and elected as the chair of the committee
- Carmen presented the tools that are available for indirect assessment, the committee discussed the tools
- Revisited the annual report, revised the questions for 2004-2005
- Prepared for and met with the NCA Higher Learning Commission visiting team, after which the report was reviewed for information related to assessment
- NCA will return for a focus visit in September 2007 to look at assessment at UND – Ken Ruit developed an Action Plan as a guideline to prepare for the focused visit
- The “On Teaching” newsletter from OID will include assessment articles

Next year, the committee will work on closing the loop on our assessment tools. The committee will look at student learning and the tools we can use to analyze, access, report and draw conclusions from those tools. Feedback will need to be sent back to the VPAA and others. We will report on every assessment tool and send on our conclusions. We will work closely with the General Education committee. We will discuss non-academic assessment and those assessment tools.

There was discussion regarding nomination of a new chairperson. The nomination will be in the fall.

Jean, Tom, John and Paul presented the NSSE tool and reported on it. This group will also compare NSSE with the FSSE tool.

There are no further meetings until Fall 2004.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
April 8, 2004

1. Minutes of the March 25, 2004 Meeting
2. Report of Focused Visit Meeting with President Kupchella
3. Focused Visit Timeline / Calendar

New Criteria for Accreditation
4. Annual Report assessment process update
5. NSSE / FSSE Report update
6. Other Reports including:
Gen Ed Longitudinal Study
College Student Inventory
ACE – CIRP Surveys – Freshmen, Seniors
Placement Survey
Alumni Outcomes
Grad Student Survey
Sophomore Satisfaction Survey
ACT Non-returning Student Survey
6. Next Meeting – April 22, 2004
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. April 8, 2004

Present: John Bridewell, Jean Chen, Ginny Guido, Randy Lee, Renee Mabey, Garl Rieke, Ken Ruit, Cheryl Saunders, Tom Steen, Burt Thorp, Carmen Williams

Ken Ruit convened the meeting.

The minutes for the March 25 meeting were approved.

Ken Ruit, John Bridewell, Tom Steen, Carmen Williams and Dan Rice met with President Kupchella and Provost Ettlting regarding an Action Plan-Implementation of Assessment in preparation for a focused visit by the Higher Learning Commission of the North Central Association of Colleges and Universities AY 2007-2008. Ken distributed the Action Plan to members and there was discussion. President Kupchella has earmarked a budget for possible workshops, faculty development, and conferences for assessment.

There will be representation from UND at the 2004 AAC&U Institute on General Education May 21-26 in Rhode Island. Those attending should look at the tools and testing of General Education and bring back some conclusions for the fall meeting.

There was wide discussion on General Education. There was discussion regarding a standardized assessment tool for General Education. There was a suggestion to talk to people across campus about the different tools they are familiar with. In the past, a subcommittee had looked at different tools and there were no recommendations.

Ken distributed a handout, The Criteria for Accreditation (effective 2005-optional 2004). The members were asked to review the new criteria.

Ken distributed the proposed revised Annual Report assessment portion. There was wide discussion regarding the revised areas of the assessment portion. There will be examples on the website how to document results of assessment practices for each department. The 2nd proposal will be forwarded to the committee. Ken will send it electronically to Carmen. Carmen suggested that a memo be sent to departments explaining the changes in the template that they will encounter when working on their Annual Reports. There were also suggestions to have workshops on the Annual Reporting for the Department Chairpersons.

Renee distributed the 2003 ACT Alumni Outcomes Survey, Questions and (Preliminary) Answers.

The survey reports members are reporting on are:

- Gen Ed Longitudinal Study-Tom Steen, next meeting
- College Student Inventory-Jean
- ACE-CIRP Surveys-Freshmen, Seniors-Jean, John

- Placement-Sharleen, Jean
- Alumni Outcomes-Renee
- Grad Student Survey-Carmen for Fall 2004
- 2002 Sophomore Satisfaction Survey-Fall 2004
- ACT Non-returning Student Survey-Fall 2004

Ginny Guido will continue on the committee and Lana Rakow and James Claflin are replacing Burt Thorp and Randy Lee. There will be a student replacing Sharleen also.

The next meeting is April 22 at 3:30-4:30 in Montgomery Hall Room 20.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
March 25, 2004

1. Minutes of the March 11, 2004 Meeting
2. Annual report assessment process
3. NSSE / FSSE Report
4. Gen Ed Institute Proposal
5. Next Meeting – April 8, 2004
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. March 25, 2004

Present: Jean Chen, Randy Lee, Renee Mabey, Garl Rieke, Ken Ruit, Cheryl Saunders, Paul Sum, Carmen Williams

Ken Ruit convened the meeting.

The minutes for the March 11 meeting were approved.

Ken distributed the proposed revision of the Annual Report Template. There was discussion and members will look over the template and bring back ideas to the next meeting. Members can also e-mail their ideas to Ken.

Ken distributed the University of North Dakota Application for Participation to participate in the 2004 AAC&U Institute on General Education. The application was accepted and UND will participate.

Jean Chen presented the NSSE / FSSE Report.

The next meeting is April 8 at 3:30-4:30 in the Prairie Room at the Memorial Union.

Minutes recorded by Nancy Krom.

Senate University Assessment Committee
Agenda
March 11, 2004

1. Minutes of the February 12, 2004 meeting
2. Members and Potential New Members Handout
3. Assessment Tool Groups and due dates
March 25 –
April 8 –
April 22 –
May 13 – Finals Week
4. Assessment Handouts for Discussion
5. Thoughts for organizing, managing, prioritizing, and reporting – New Chair for 2004-2005
6. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. March 11, 2004

Present: John Bridewell, Jean Chen, Ginny Guido, Randy Lee, Renee Mabey, Garl Rieke, Ken Ruit, Cheryl Saunders, Tom Steen, Paul Sum, Burt Thorp, Carmen Williams

John Bridewell convened the meeting.

The minutes for the February 12 meeting were approved.

John distributed an Assessment Tool Groups and due dates table. There was wide discussion and groups will meet and report on their assessment tools beginning with the next meeting. The groups that will report at the next meeting will discuss the National Survey of Student Engagement (NSSE) and the ACE – CIRP Freshman Survey. John also distributed a University of Nebraska-Lincoln report of their departments' annual assessment reports. There was discussion.

Ken distributed handouts regarding the Annual Report Template and a Definition of Assessment of Student Learning. After discussion and minor changes to the handout it was moved and approved to send this forward as a revision to the Annual Report website.

Ken mentioned an action plan from now through 2007. This plan will be discussed with the Provost, President, and others, then brought back to the committee.

Ken has submitted an application to AACU for UND to participate. There is a five member team to represent UND directly related to General Education and Assessment. The members are Tom Steen, Anne Kelsh, Ken Ruit, John Bridewell, and Martha Potvin.

Ken Ruit will attend the NCA annual meeting in Chicago on March 27-30.

The AAHE Assessment Conference in Denver is June 22-24. If anyone would like to attend, let Ken know.

There was discussion on developing assessment plans electronically. Ken suggested to all the members to go out on the web and look at how others are collecting this information. There was a suggestion to do an electronic portfolio - to track department annual reports and a link from the Assessment website to the annual reports.

The next issue of "On Teaching", a newsletter from the Office of Instructional Development will present an assessment section. Every issue, thereafter, will have an assessment portion in it.

Before Fall 2007, collection of 2 years of data for NCA is a goal.

Ken requested a list of surveys completed since July 1 from Institutional Research.

John suggested that the committee members think about a New Chair for 2004-2005 for the Assessment Committee.

The next meeting is March 25 at 3:30-4:30 in the Memorial Room at the Memorial Union.

Minutes recorded by Nancy Krom

Senate University Assessment Committee
Agenda
February 12, 2004

1. Minutes of the December 8, 2003 meeting
2. NCA / HCL – Ken Ruit to lead discussion
 - Objectives for the committee
 - Priorities for the committee
 - Time Schedule for committee action
3. Assigning Assessment Tool Groups
4. Discussion of the Annual Report Assessment Process
5. NCA / HLC Meeting – March 27-30, Chicago
6. Spring Meeting Time Update-2nd and 4th Thursday at 3:30
7. Adjournment

SENATE UNIVERSITY ASSESSMENT COMMITTEE

Minutes from the meeting at 3:30 p.m. February 12, 2004

Present: George Bible, John Bridewell, Jean Chen, Ginny Guido, Sharleen Jenniges, Randy Lee, Renee Mabey, Garl Rieke, Ken Ruit, Cheryl Saunders, Tom Steen, Burt Thorp, Carmen Williams

John Bridewell convened the meeting.

The minutes for the December 8 meeting were approved.

There were introductions of all members.

Ken gave a brief overview of the Advancement Section and the Assurance Section of the Report of a Comprehensive Evaluation Visit to the University of North Dakota 20-22 October 2003. The University needs to continue with what we propose to do and continue with the recommendations the HLC has given the university. The next HLC visit is in 2007-2008.

There was a suggestion to design a template for departments and programs to use for their Assessment plans, and to be able to use the template to file electronically into the Assessment portion of the annual reports. There was also a suggestion to update the Assessment portion in the annual reports. Both of these suggestions would like to be done by the end of the semester.

Conferences to attend: The Higher Learning Commission 109th Annual Meeting in Chicago March 27-30, The AAHE Assessment Conference in Seattle June 22-24, AAC&U Institute on Gen Ed May 21-26 in Rhode Island.

The PART Committee will be working more with the Assessment Committee.

There was discussion on the Graduating Student Survey. There was a suggestion to add a question on study abroad.

John distributed a list of the surveys (tools) in which the members could sign up and meet within groups to discuss and bring back ideas to the next meeting. John also distributed two handouts that will help members when discussing the surveys (tools).

John is checking into a listserv for the Assessment Committee.

Carmen mentioned that Assessment was added as one of the top (7) budget priorities at the University Planning & Budget Committee Meeting on 2/11/04.

The next meeting is March 11 at 3:30-4:30 in Room 20 Montgomery Hall.

