

**Assessment Committee**  
**June 14, 2007**  
**Fetzer Boardroom**

**Members present:** Noni Threinen (**Chair**), Mary Berg, Pat Casello, Renee DeVries, Don Eggebrecht, Rachel Preisinger, Angie Przybylski, Jane Richardson,

**Absent:** Edward Rygiel, Kren McManus, Xianhui Yang

**Review May 31<sup>st</sup> Meeting Minutes:**

**Motion to Approve** (Eggebrecht, DeVries)

Minutes approved with one abstention (Berg)

**Assessment Report Rubric Results**

- Angie compiled the results of the online rubric evaluations of the Annual Program Assessment Reports. The results are broken out by program and a mean response is given for each section. There is a bulleted list of comments below each section.
- Overall, Survey Monkey was easy for everyone to use once the working link was sent. Dr. DeVries reported that Survey Monkey did not work from her home. The program should be effective from any location, so we will do an off-campus test before sending it to faculty. Survey Monkey has been experiencing technical difficulties for the past few weeks and Angie has been in contact with the NWHSU Help Desk as well as the Survey Monkey Help Line to investigate the problems.
- The rubric itself worked well and the descriptions seemed appropriate.

**Chiropractic Annual Program Assessment Report**

- Previous years' reports have been prepared by four different individuals since the first year the process was initiated.
- Previous years' reports have included information from the D.A. and the Communication University Learning Outcome.
- Dr. Threinen suggested a meeting with Dr. Wiles, Dr. Bartlett, and the Chiropractic Assessment Committee to share UAC feedback directly.
- Some of the assessment activities going on in the Chiropractic program may not have been included in the report.
- The report seemed to reference Clinical Education documents, but there was little information about assessment activities going on prior to clinical experiences.
- Dr. Threinen has already met with Drs. Wiles and Bartlett about the Annual Program Assessment report. While it is important to discuss with them the information that should be collected for assessment purposes, it would be best if this feedback could come from UAC members. It is important that they know that UAC members are trained in assessment and can be helpful resources to them.
- There should be communication between the Chiropractic Assessment Committee and the Curriculum Management team. Assessment should be incorporated into curriculum management strategies.

- What is the purpose of the reports?
  - o Primarily, the reports are a way of documenting the assessment practices that have been used. This information is then incorporated into the University Annual Assessment Report. A one page memo is sent to each program Dean in response to the reports. Last year we invited the Deans to our meeting to discuss the memos and report evaluations.
  - o The reports show that we are making progress in demonstrating that our students learn what we are teaching.
- Our focus in giving feedback to the programs should be on giving helpful feedback to help improve assessment. Recommendations for the next steps in assessment should be made for each program and to consider how we as a group might be able to help them.
- Sharing information between programs in the University Assessment Committee could be very helpful in setting up methods of assessment tracking and report writing.
- Dr. Threinen will draft a memo to the Chiropractic Program based on the rubric evaluation comments from Survey Monkey as well as this discussion. She will send this memo to UAC members for feedback tomorrow. She will then suggest a meeting with Drs. Wiles, Bartlett, and UAC members in the chiropractic program to review feedback and plan for future work in the Chiropractic Assessment Committee. Dr. Threinen will offer to facilitate the meeting.

### **MCAOM and Massage Therapy Annual Program Assessment Reports**

- Both reports clearly said what the programs are doing in terms of assessment and discussed activities in terms of results. Changes made were clearly based on results.
- The MCAOM report shows a closed-loop process, though the early trimester levels of the program show weaker assessment components.
- The Massage program is being revised, therefore assessment data is not available yet. However, their assessment plans are being put in place and there is a clear demonstration of what is currently being done in the program.

### **Assessment Culture Matrix**

- The Assessment Culture Matrix provides an overview of the entire assessment program university-wide.
- Angie has created an online version of the Assessment Culture Matrix on Survey Monkey.
- University Assessment Committee members will serve as the pilot group for the online Matrix and should respond to the Matrix questions on a university level, rather than in a program-specific manner. Responses should be completed before our next meeting on June 28<sup>th</sup>.
- Angie will email the link to the online Assessment Culture Matrix.
- All faculty at the University will complete the online matrix after the pilot. UAC member responses will be kept separate from faculty responses.
- Contact Dr. Threinen if you have any questions about the Matrix.

## Action Items

- Dr. Threinen will draft a memo to Drs. Wiles and Bartlett based on the rubric evaluation comments from Survey Monkey and the UAC meeting discussion. She will suggest that Drs. Wiles and Bartlett meet with UAC members in the chiropractic program to review their feedback on the report.
- Angie will email the link to the online Assessment Culture Matrix
- UAC members will serve as the pilot group for the online Assessment Culture Matrix and will respond to the online Matrix questions on a university level before our next meeting on June 28<sup>th</sup>
- UAC members will meet with Drs. Wiles and Bartlett to provide feedback on the chiropractic assessment process and Annual Assessment Report.

## Future Agenda Items:

The next meeting will be held on **June 28<sup>th</sup>** from **9am until 10am** in the **Fetzer**.

## *Motion to Close* (Berg)

Meeting adjourned at 10:00am.

Minutes submitted by: Rachel Preisinger

Approved by: \_\_\_\_\_  
Noni Threinen, D.C., Chair  
University Assessment Committee