

**University Assessment Committee**  
**April 17, 2003**  
**Cafeteria Conference Room**

**Members present:** Dr. Noni Threinen (**Chair**), Dr. Dale Healey, Dr. Anita Manne, Dr. Lynne Hvidsten, Ms. Jane Richardson, Dr. Rob Scott, Ms. Lisa Simensen, Ms. Emily Tweed

**Absent:** Dr. Jim Amundson, Mr. Bill Haugen, Mr. Cody Hoefert, Dr. Jane Wittich, Dr. Chuck Sawyer, Mr. Mike Skoglund

**Review Minutes:**

Minutes from the April 2, 2003 meeting were presented and reviewed.

**Motion** *Tweed, Healey* to approve the April 2, 2003 minutes as presented.

**Curricular Mapping Results:**

Dr. Threinen presented and reviewed the MCAOM curricular mapping results. She added this information will ultimately be added to the Assessment Committee website.

**Report on student roles/responsibilities:**

Emily Tweed provided an overview of student roles on the Assessment Committee. She elaborated on a multi-level process for student involvement, with differing levels of responsibility for the assessment program. The Committee discussed what level they felt students should be involved in with the assessment review process.

It was noted our primary goal is to educate students regarding the institution's assessment program. There was a suggestion that perhaps students wouldn't need to be involved during the developmental phase of the assessment review process.

It was noted that while we want feedback from students, Dr. Manne wondered if we are being respectful of student's academic schedules by including them in all Assessment Committee meetings. Dr. Threinen replied that she feels it is helpful to solicit student input at meetings.

It was also suggested that we get the student representatives "up to speed" regarding the Assessment review process.

**Recommendation:** Change the last sentence of the University Assessment Committee – Student Roles to read:

- Participate in committee meetings, as appropriate.

**Action Items:**

1. Emily Tweed will make the change listed above to the Student roles on Assessment Committees and will e-mail the adjusted proposal to members of the committee.
2. Dr. Threinen, Emily Tweed and Lisa Simensen will meet early next term to bring students up to speed regarding the Assessment review process.

**Report on eLumen software for the assessment process:**

Dr. Threinen gave an overview of the recent demonstration by Dr. David Shupe for eLumen software for the assessment process. Several members of the Committee liked the capabilities of the software as a data manager, and the ability to customize course information. Dr. Scott added that we could start with one course and build the information for our needs.

Dr. Sawyer stated that we've made a decision to purchase the software with a site license for a one year timeframe. Drs. Sawyer & Threinen will be attending a training session regarding the software on June 1<sup>st</sup> and 2<sup>nd</sup>. It will be available for use in August of this year.

It was generally felt this is a relatively inexpensive software program, and should serve us well for storing our assessment related information.

**Criteria for clinical competencies as the next outcome:**

It was felt this Committee needs to define the parameters for the ad hoc committee that Dr. Manne is chairing to develop a list of criteria for competencies in the chiropractic discipline.

**Task Force for Developing Process and Procedures for curriculum applications**

There was also discussion relative to organizing a task force for developing the process and procedures for applying evaluation results to the curriculum and specific courses. That group could also help develop a rubric for the written communication competencies that could be used as a model for all academic programs. Dr. Threinen would like Dr. Amundson or another faculty member of the UAC to chair that group.

It was felt that Dr. Manne and her committee should generate chiropractic program specific criteria to look at the clinical competencies outcome. Dr. Manne hopes to accomplish this task quickly. She also discussed a website from the Office of Medical Education & Curricular Affairs from Indiana University that was quite helpful.

Dr. Threinen requested that Dr. Manne keep the Assessment Committee informed of the status of Dr. Manne's committee progress. She also suggested that Dr. Manne consider tapping into other medical institutions websites.

Dr. Manne stated her committee will hopefully meet on May 8<sup>th</sup> for the first of two meetings.

**Other Informational Items:**

- Dr. Threinen reported that Dr. Mary Huba will be on campus to consult with us on Tuesday, May 20<sup>th</sup>, and she requested that members of the committee make time available for meetings with her on that day.
- We also discussed possible meeting times for the upcoming term. After discussion, members suggested meeting on either May 6<sup>th</sup> from 1:00 – 2:00 p.m. or May 7<sup>th</sup> from 11:00 a.m. – 12:00 p.m. for the next Assessment Committee meeting.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,  
Senior Vice President