

University Assessment Committee
December 11, 2002
Fetzer Boardroom

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

Absent: Dr. Dale Healey, Dr. Lynne Hvidsten, Mr. Cody Hoefert, Dr. Mary Tuchscherer

Review Minutes:

Minutes from the December 4, 2002 meeting were presented and reviewed.

Motion *Manne, Skoglund* to approve the minutes with minor corrections.

Faculty In-Service:

Dr. Threinen led the discussion regarding the upcoming faculty In-Service scheduled for January 2, 2003. She reviewed the agenda and sequence of events for that day. The final date for registration is December 16th at noon.

Drs. Scott, Healey and Mark McKenzie will assign their respective faculty to groups for small break-out work sessions for that event. Faculty will be advised of the location of the working group sessions.

There was discussion relative to whether there should be separate criteria for the outcomes for each academic area.

The worksheet template for the In-Service is under development.

The revised timetable for the event will be 9:00 a.m. – 4:00 p.m. Dr. Threinen extended the In-Service by one hour to accommodate breaks and a wrap-up overview of the event. There was concern expressed regarding the addition of one hour to the event. Dr. Sawyer commented that he is concerned regarding faculty buy-in for the assessment review process, and remarked that he realizes that even though classes don't officially start until January 6th, this is an important process that faculty need to be involved in, since they will be responsible for developing and orchestrating the overall assessment review process.

It was also noted that Curriculum Assessment Team leaders will assist with the curricular mapping process on January 2, 2003.

Action Items:

1. Diane Newcomer will forward an announcement and registration form for the January 2, 2003 in-service event to all adjunct faculty.
2. Dr. Threinen will e-mail final materials to everyone soon.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,
Senior Vice President