

**University Assessment Committee  
December 4, 2002  
Fetzer Boardroom**

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

**Absent:** Mr. Cody Hoefert, Ms. Lisa Simensen, Mr. Mike Skoglund, Dr. Mary Tuchscherer, Ms. Emily Tweed

**Guest:** Dr. Chuck Sawyer

**Review Minutes:**

Minutes from the November 13, 2002 meeting were presented and reviewed.

**Motion** *Wittich, Hvidsten* was made, seconded and passed to approve the minutes as presented.

**Review program progress on criteria:**

Dr. Healey is gathering data for defining the learning outcome “Effective Communication” for the Massage Therapy program, and is close to completing this task. Dr. Scott commented the chiropractic program has also made significant progress on this task. He believes it was a sound decision to focus on one versus multiple learning outcomes due to the time element involved.

**Announcements:**

Dr. Sawyer announced there has been another refinement to the overall organizational structure. After thoughtful consideration, and a discussion with Dr. Scott, Dr. Sawyer announced that Dr. Threinen will now assume the role of Assessment Coordinator, as an additional component to her new role as Director of the Center for Teaching and Learning. Dr. Sawyer felt this expansion in Dr. Threinen’s responsibilities will be well suited for her, since the assessment review process encompasses all academic programs, is a good centralized vehicle, and is of special interest to her as she provides leadership for the Center for Teaching and Learning.

Dr. Sawyer also suggested that Dr. Threinen refine the overall “Statement of Purpose” for the CTL to include the assessment component.

Dr. Sawyer also has visited with Dr. Hulbert regarding his participation in providing statistical research support for the assessment review process in the future. Dr. Threinen commented that it will be a valuable resource to have Dr. Hulbert assist in the process.

### **Finalize the issues surrounding the Faculty In-Service for January 2, 2002:**

Dr. Threinen led the discussion regarding the schedule of events for the faculty in-service event scheduled for Thursday, January 2, 2003. She has expanded and refined the agenda timeline for the faculty development event. Dr. Threinen has visited with the speaker, Brenda Lyseng, regarding tailoring her presentation to our specific needs. She would like the Deans and Directors to be involved with the overall goals of this in-service and assist with reviewing the criteria that is being developed. It was noted the leadership of the CAT group is representative of each academic program.

It was suggested that members of the faculty be given an example for the overall group to utilize as a “working example” for January 2<sup>nd</sup>. Another suggestion was made to have faculty bring a copy of their specific syllabi to the in-service on January 2<sup>nd</sup>. Dr. Threinen would like the event to be a practical workshop for all members of the faculty.

The Committee discussed whether agenda timeframes were adequate. It was felt the morning session should prove to be an excellent brainstorming process. The end result should be curricular mapping with development of some possible revisions to individual courses. The afternoon is felt to be an excellent skill building workshop. Dr. Threinen emphasized that additional discussions will likely occur in curriculum groups regarding the ideas that are generated at the faculty in-service on January 2<sup>nd</sup>.

There was also general discussion regarding how to promote effective communication for all academic programs. Dr. Wittich suggested that perhaps writing skills may be the weakest link for students. It was also suggested that “hands-on” ideas should be given to faculty at the in-service.

Dr. Manne suggested that perhaps a “debriefing” with all faculty should occur at the end of the in-service day to summarize the outcomes of the day. Several committee members felt this was an excellent suggestion.

There will be tactics, techniques and skills that will be transferable to all academic areas. We want to emphasize to faculty that although we do have to go through this process for accreditation, we want to assess how the effectiveness of student learning.

Dr. Sawyer also suggested that we could review what tools other higher education institutions utilize in the assessment of their curriculums.

Dr. Threinen will forward an e-mail to all members of the faculty outlining the agenda, materials needed for the in-service event, and how to register for the event. Faculty will be asked to either wear their ID badges, or be given a nametag.

Dr. Sawyer offered to send an e-mail to all members of the faculty emphasizing the level of importance for this event, if needed.

The Committee discussed when to assemble the materials needed for the January 2<sup>nd</sup>. It was determined that Friday, December 20<sup>th</sup> will be the day for this effort.

Minutes written by: Diane Newcomer

Approved by: \_\_\_\_\_  
Rob Scott, D.C., Chair  
Assessment Team

Cc: Dr. Chuck Sawyer,  
Senior Vice President