

**University Assessment Committee**  
**May 13, 2003**  
**Fetzer Boardroom**

**Members present:** Dr. Noni Threinen (**Chair**), Dr. Jim Amundson, Mr. Bill Haugen, Dr. Dale Healey, Dr. Anita Manne, Dr. Lynne Hvidsten, Mr. John Pirog, Ms. Jane Richardson, Dr. Rob Scott, Ms. Lisa Simensen, Dr. Chuck Sawyer, Ms. Emily Tweed, Dr. Jane Wittich

**Absent:** Mr. Cody Hoefert

**Review Minutes:**

Minutes from the May 6, 2003 meeting were presented and reviewed.

**Motion** *Scott, Richardson* to approve the May 6, 2003 meeting with two minor corrections.

**Updates on actions from last meeting-**

**MCAOM and Massage curricular mapping summary for CTLA web site:**

Dr. Dale Healey stated he has encountered difficulties with accessing the Massage Therapy document on the CTL Assessment website.

There was a question addressed whether or not to allow alumni access to our University Assessment website. Dr. Sawyer is in favor of allowing alumni access to the information, since there is a tremendous amount of information that is available to the public on other college websites.

Dr. Sawyer commented that we used to have all the Curriculum Committee and outcomes documents housed on our website.

**Report from meeting set to expand/clarify student roles and participation:**

Dr. Threinen and Emily Tweed met on May 8, 2003 for the purpose of brainstorming how to educate students regarding the assessment review process, and how we'll explain that we're currently in an exploratory mode regarding the assessment review process.

Dr. Sawyer suggested that perhaps we could plan an "Assessment Day" to include a battery of tests, in the fall term. Another suggestion included organizing a block of students together to brief them regarding the nature of assessment as an opportunity to disseminate information. This could be included as part of the student orientation process. No final decision was made on this issue.

### **UAC Faculty Task Force Update:**

Dr. Amundson, John Pirog and Dr. Threinen met last week for the first time to begin discussions for how assessment information will be compiled, how it will be analyzed, and the feedback loop for the process. John Pirog presented and reviewed a chart of how they perceive this process to evolve.

The process begins with compiling assessment data, and ends with a report to our stakeholders, namely, faculty, administration and students. There was discussion regarding the assessment feedback loop. This will be discussed at a later time. There was also a question regarding which group would take responsibility for each effort. Dr. Manne commented that faculty would prefer not to be given directives regarding assessment review, but would rather be involved in the decision making and change process.

John Pirog commented the purpose of the feedback loop is to get some objectivity outside of the classroom environment for faculty regarding the courses they teach.

A suggestion was made to change: Specific courses are targeted for improvement of specific criteria in collaboration with Instructors.

Dr. Hvidsten also elaborated on how faculty are provided the opportunity to give input for Development Assessment (DA) reviews, and how a similar process could work for the assessment review process.

### **Ad hoc committee for chiropractic competency:**

Dr. Manne gave an overview of a meeting held on May 8<sup>th</sup> with the Ad hoc committee for chiropractic competency. They developed an outline for Outcome # 8 – Competency in One's Discipline for the College of Chiropractic.

At that meeting, they utilized the Instructional Outcome document and the CCE Standards to guide them. Dr. Manne commented that Dr. Jim Brandt was invaluable in guiding them in their discussion. Dr. Threinen stated she was quite pleased with the progress the Ad hoc committee made at that meeting, and feels they're on the right track with their goals.

**Action:** Any additional feedback should be directed to Dr. Manne before the June 5<sup>th</sup> meeting of the Ad hoc committee.

### **Review of proposed agenda for Dr. Mary Huba visit:**

Dr. Threinen presented and reviewed the proposed agenda for our meetings with Dr. Mary Huba, a consultant from Iowa State University, for Tuesday, May 20<sup>th</sup>. The agenda will include a comprehensive meeting schedule for various groups to meet with Dr. Huba beginning at 7:30 a.m. and ending at 5:00 p.m. on that day.

Several members of the Committee noted a conflict with the proposed time for the Assessment Committee meeting with Dr. Huba.

After discussion, it was decided to move the University Assessment Committee meeting to 11:30 – 1:00 p.m. (as a luncheon meeting), and move the open time with University faculty to 3:00 – 4:00 as a reception. The meeting with MCAOM will also be moved to 10:00 a.m.

**Action Items:**

1. Dr. Threinen will send the revised agenda to members of the committee and all members of the faculty by tomorrow.
2. Dr. Threinen requested that members of the Assessment Committee complete the Scorecard from Cecelia Lopez for determining our current level of assessment program implementation before May 20<sup>th</sup>.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,  
Senior Vice President