

University Assessment Committee
October 16, 2002
Fetzer Boardroom

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

Absent: Mr. Cody Hoefert, Dr. Anita Manne, Dr. Mary Tuchscherer, Mr. Mike Skoglund,

Review Minutes:

Minutes from the October 2, 2002 meeting were presented and reviewed.

Motion *Threinen, Wittich* was made, seconded and passed to approve the minutes with one minor change to page 1.

Determine criteria for faculty participation in upcoming assessment conferences:

Dr. Scott stated that Dr. Dale Healey, Mark McKenzie, Dr. Lynne Hvidsten and Dr. Don Eggebrecht will be attending the upcoming IUPUI conference in Indianapolis, Indiana November 3-5, 2002. He stated that educational tracks for upcoming assessment conferences have been reviewed to determine how they correlate with our assessment objectives. The conference in Indianapolis has a theme in Clinical Education.

Dr. Scott also presented and reviewed assessment guidelines for seminar attendance, noting the Assessment Committee in conjunction with the Deans & Directors will identify which members of the faculty to attend respective conferences. Included in these guidelines is a requirement that each individual who attends a conference/seminar will be responsible for providing a brown bag session and a written outline of the conference on the CTL website within a month of the conference. The brown bag session could include a panel discussion, if desired.

Dr. Threinen will develop a simple template in Dreamweaver for members of faculty to use for their overview of the conferences.

Motion *Wittich, Hvidsten* to adapt the Assessment Guidelines for Seminar Attendance with a change to No. 3) c) Budget, d) Other. **Motion passed.**

Action: Dr. Scott will send a memo to chiropractic faculty reminding them of the latest developments of this Committee to give faculty a “heads-up” regarding the curriculum assessment process.

It was also suggested that Dr. Manne will provide a five minute update at an upcoming Faculty Senate meeting regarding the current status of the curriculum training process. Another suggestion included placing an article in the Communicator with this information.

Training of CAT Members:

Dr. Scott commented that 17 individuals from the MCAOM, Chiropractic, Massage Therapy and Master’s Degree programs have been identified to attend CAT training within the next few weeks.

The Committee discussed suggested dates for the training sessions. It was noted that Dr. Noni Threinen will chair the first few training sessions.

Action: Diane Newcomer will coordinate the CAT training sessions for the individuals identified.

Center for Teaching & Learning Update:

Dr. Threinen stated the (CTL) website is not ready for usage yet. Hopefully, it will be active by next week. There is also a plan is to include a link for the Assessment Committee minutes.

Dr. Theinen stated she will be attending a one day “*Assessing Service Learning*” seminar next week. She feels it will offer an excellent learning opportunity to identify some of the softer learning objectives.

The next meeting will be held on Wednesday, October 30, 2002.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,
Senior Vice President

