

University Assessment Committee
October 30, 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, Mr. Mike Skoglund, Dr. Mary Tuchscherer

Review Minutes:

Minutes from the October 16, 2002 meeting were presented and reviewed.

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

Overview of CAT Training:

Training sessions for CAT leaders was held on October 28th and 29th. There was discussion whether additional training would be needed before leaders could move forward, or whether one of our committee members should “sit-in” on future CAT meetings to provide guidance.

Dr. Threinen felt the CAT training was well received. Dr. Healey commented that he felt the training clarified for him the purpose of the assessment process, and it was a straightforward process.

Dr. Threinen also requested that faculty involved in the training outline what they perceive to be challenges of the assessment cycle. She hasn't had an opportunity yet to summarize that information.

Determination of training implementation for faculty:

Dr. Wittich suggested that perhaps one of the smaller groups; i.e., the Massage Therapy committee, should begin the review process and this Committee could observe how the process was progressing. It was also suggested that a goal is to have all CAT committees address the same set of questions regarding the eight learning objectives when assessing their classes.

Dr. Hvidsten suggested that we should develop skills criteria at the program level.

Dr. Scott commented the chiropractic program has already developed a 32 page Instructional Outcomes list of competencies that could be used as an excellent source of

information. It hasn't been determined if the eight learning objectives are outlined in that document. It was also suggested and decided that the chiropractic curriculum committee will be utilized as a pilot for the assessment process.

The Committee discussed future established deadlines for the Assessment review process, noting that January 21, 2003 is the deadline for mapping a final product. We discussed whether this was an attainable and realistic goal. After discussion, it was felt we may have a "working" document, but it may not be completely finished on that date.

There was also discussion regarding the level of importance of having faculty buy-in for the assessment process. It was noted the Program Coordinators will need to get a consensus from faculty regarding the criteria that will be established.

Action: A goal was established of having the Curriculum Committee develop criteria for the eight learning objectives by the end of the fall term.

Faculty In-Service:

Dr. Scott led the discussion regarding the upcoming Faculty in-service event scheduled for January 2, 2003. He would like to encourage all faculty to attend the event, even though classes won't officially start until January 5, 2003.

It was felt that Curriculum assessment is a very high priority at this time, and it could be used as a focus for that event.

It was noted there is a conflict on January 2, 2003 with the T-8 orientation and the in-service event. The Committee discussed whether the event could be held on January 3, 2003, and the implications of that change.

Suggestions for topic areas for the in-service included:

- Help faculty write effective course syllabi.
- Have 4-6 topical areas for round table discussions
- Review the eight learning objectives
- Review status of the Faculty Performance Appraisal (FPA) process update
- Review the faculty development survey for suggested topical areas
- Discuss various student learning styles
- Discussion various instructional styles, including techniques for teaching large classes
- Use the time with combined faculty to discuss suggestions for changes in the curriculum
- Describing the role of faculty in the curriculum process in program development groups

Action: Dr. Threinen will meet with the Deans and Directors to discuss the focus of the Faculty in-service scheduled for January 2, 2003.

The next meeting of this Committee will be Wednesday, November 6, 2002.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,
Senior Vice President