

**University Assessment Committee**  
**September 18, 2002**  
**Large Faculty Conference Room**

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

**Absent:** Dr. Mary Tuchscherer, Cody Hoefert

**Review Minutes:**

Minutes from the July 3, 2002 meeting were presented and reviewed.

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

**Welcome new members:**

Dr. Scott welcomed Dr. Lynne Hvidsten, the new Director of the Clinical Education Department as a new committee member. Dr Hvidsten replaced Mike Porter, who recently resigned to accept a position with another college. Dr. Scott also welcomed Lisa Simensen from MCAOM as a new member. Ms. Simensen was part of the Assessment team that went to Boston this past spring.

**Review Learning Objectives and Committee's task:**

Dr. Scott also welcomed existing members back for the fall term, and outlined his goals for this term. He added the committee has an ambitious schedule to pursue, since we're several weeks behind in meeting established timelines. At this point, Dr. Scott would like to take the Learning Objectives and develop a gameplan for achieving those objectives.

There was discussion relative to the best way to demonstrate with multiple programs that students have achieved the Learning Objectives. What should the baseline be on the institutional level? Should this Committee establish different levels for each academic program, or let individual programs develop their own unique set of goals?

It was determined that we'll use the Institution-Wide Learning Outcomes as the tool for establishing goals. There was also general discussion whether this Committee or the Curriculum Committees (CAT's) should establish thresholds for students. Dr. Wittich suggested that perhaps both teams could tweak and refine goals. It was suggested that programs address each learning outcome, and then develop one or two objectives to work toward each year.

Lisa Simensen suggested this Committee should at least touch on and discuss the objectives to assist the CAT's in meeting their goals.

We also discussed the need to establish tracking mechanisms. Dr. Scott noted that it may be difficult to have one threshold for everyone, since each program is uniquely different relative to entry level expectations. There was general agreement on this point. Dr. Wittich stated there are also some students who enter the programs with poor communication skills.

There was a suggestion to have individual programs deal with effective communication skills. The Committee discussed ways to address this issue on the individual program level.

The Committee reviewed the timelines for the Assessment program.

After discussion, it was determined that we'll distribute the Learning Objectives to the Curriculum Assessment Teams for their input. It was also suggested that this group will act as overseers for the CAT's, to make sure objectives are being met.

Mike Skoglund suggested that we should coordinate measurement tools, have significant input in those instruments, and provide assessment oversight for the CAT's. It was also suggested that this Committee (or some representation thereof), meet with the individual CAT's to provide direction for their individual committees. It was also felt that CAT's should report directly to the Assessment Committee for direction.

The Committee also discussed setting some parameters for Objective number 8, "**Competence in one's Discipline**", because of a strong concern that individual programs could vastly differ in their approach to this learning objective.

Emily Tweed suggested that we develop a list of coordinated steps for each CAT so that we're all moving in the same direction. Dr. Scott was in favor of this approach, adding that we could develop a template for committees.

We also discussed the importance of developing a survey instrument for faculty to begin this process.

The survey could include the following:

1. Course name
2. Course objective
3. Whether faculty are currently meeting the Institutional Learning Objectives
4. Whether faculty assess those outcomes

**Action:** The Assessment Committee will develop a template of what should be included in a faculty survey within the next week.

Dr. Threinen suggested that perhaps the Center for Teaching and Learning could organize small groups of faculty to meet and discuss what we're looking for with the survey. She emphasized that we want to provide some direction to faculty as we begin this process. Another suggestion was made to have the Assessment Committee provide a workshop to faculty regarding the survey and learning outcomes process. Dr. Manne also suggested that perhaps one of the Assessment Committee members could be assigned to a CAT team.

Dr. Wittich also inquired what the current status is for the baccalaureate and master's degree programs. There was no firm answer for this concern at this time.

It should also be noted that Learning Outcomes No. 9 has been incorporated into No. 8 – **“Competence in one's Discipline”**.

**Future Meeting Dates;**

After discussion, it was determined the Assessment Committee will meet on September 25, 2002 from noon – 1:00 pm. Also, beginning on Wednesday, October 2, 2002, meetings will be held from 9:00 – 10:00 a.m.

Minutes written by: Diane Newcomer

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

Cc: Dr. Chuck Sawyer,  
Senior Vice President