

**Assessment Committee
A-Team Retreat
February 9, 2004
Richardson Nature Center**

Members present: Dr. Noni Threinen (**Chair**), Dr. Anita Manne, Mr. John Pirog, Dr. Lynne Hvidsten, Dr. Max Hines, Dr. Rob Scott, Ms. Emily Tweed, Dr. Okokon Udo, Ms. Xianhui Yang

Absent: Dr. John Healey, Mr. John Pirog, Ms. Jane Richardson, Dr. Jim Amundson, Dr. Chuck Sawyer

Dr. Threinen welcomed everyone to the A-Team retreat and expressed her appreciation for everyone's commitment to a dedicated off-campus meeting.

Team Dimensions Profiles:

Dr. Udo gave an overview of the "Team Innovation Profile" that members of the Assessment Committee were requested to complete prior to today's meeting. The profile categories individuals with tendencies toward one or more of the following categories: Creator, Advancer, Refiner, Executor and Flexers.

Following are responses from members of the Committee:

Dr. Rob Scott – **Creator, Advancer** - He likes to define specific goals and objectives to have something specific to work toward after a meeting.

Dr. Lynne Hvidsten – **Refiner, Executor** – She becomes frustrated when there is no follow-through or execution of ideas. Dislikes working with dominating, in-flexible individuals. Disapproves of lack of support after a meeting.

Dr. Anita Manne – **Creator, Advancer** – Becomes frustrated if other individuals don't buy in to a demonstrated, rational approach. She also appreciates skilled leadership.

Ms. Xianhui Yang – **Refiner, Executor** – Becomes frustrated with too many opinions, extensive discussions with no final decisions made.

Dr. Max Hines – **Creator, Refiner** – Becomes frustrated when committees become too bogged down, and everyone is unable to see the big picture of an idea or concept.

Ms. Diane Newcomer – **Refiner, Executor** – Becomes frustrated with pessimists with tunnel vision and individuals unable to try new concepts & ideas.

Dr. Noni Threinen – **Creator, Advancer** – Becomes frustrated when trying to accomplish ideas in a group setting versus an individual approach.

Ms. Emily Tweed – **Creator, Refiner** – She loves to generate new ideas, but is frustrated with lack of resources or people needed to carry out ideas.

Dr. Okokon Udo – **Creator, Refiner** – Frustrated with not getting proper leadership needed to carry out ideas. He works best with flexors.

The concept of the team innovation profile is to fully understand individual workstyles, and to maximize overall effectiveness in the meeting process.

Dr. Threinen commented that one of her goals is to have everyone share in the overall assessment process, and wants to collectively use our joint strengths to understand and promote the assessment culture. She added that we're currently at a turning point in this process. We have great potential to develop a viable culture of assessment.

Team Tasks and Timelines:

Following is a summary of team assigned discussion topics:

Red Team – Assessment Plans (University & Program)

1. Revised and comprehensive timelines for all University outcomes
2. Use of assessment information for budgets and planning
3. Annual reporting for internal and external constituencies.

Blue Team – Communication & Education

1. Focus on (Plan-do-assess-improve assessment)
2. Website development
3. Training & development

Green Team – Incorporate Assessment

1. Program – e.g., chiropractic – year 1 & 2
2. Courses –
e.g. objectives
syllabi
measures
results
3. Beyond academics –
e.g. departments
staff
alumni
4. UAC

Following are results of the Red, Green and Blue teams:

Red Team: (Dr. Hvidsten (**Chair**), Dr. Scott, Dr. Udo

- Dr. Hvidsten reported that one of the concerns identified is to increase awareness of the diversity process.
- Dr. Scott commented that another concern is the ability of faculty to find adequate time to devote to designated goals for assessment. There was also concern whether deans, in general, can delegate some of the tasks regarding assessment or whether they should be exclusively responsible for obtaining the objectives.
- They also discussed the learning curve of assessment, and what is the overall process for assessment.

Blue Team: (Dr. Manne, (**Chair**), Emily Tweed, Diane Newcomer

- A goal is to provide additional information to constituents to attain a "level of understanding" regarding the assessment process initially by June, 2004, and ultimately by September 2004. Incorporated as part of this goal is to ensure that all levels of administration endorse the assessment process. Our goal is to develop a "culture of assessment".
- Website Development – Develop additional website content for all sectors of the University, including administration, staff and faculty by September 1, 2004. Dr. Threinen would primarily be responsible for this action item. Challenges to this action item would be joint

cooperation by the Communications Department. Dr. Hvidsten suggested that perhaps this website could be patterned after the Clinical Education website that was recently developed.

Green Team: Dr. Hines (**Chair**), Dr. Threinen, Ms. Xianhui Yang

- Dr. Hines reported on an emphasis on the University Learning Outcomes to pull all eight learning objectives together for individual program needs.
- They also discussed programs and courses.
- Institutional Assessment – What are our goals and how do we assess information? What are potential barriers to consider?
- Communication of the Assessment process – We need to perform an assessment of our goals as a Committee and plan accordingly.
- Consider developing a survey of who we're trying to reach as a target, and are we being effective?

Wellness Break:

Rosie Ward led the committee through a relaxation and energizing wellness break. Everyone appreciated her efforts.

Theme/Logo/Design Selection for 2004:

Dr. Threinen presented and reviewed variations of the possible logo for the Assessment committee.

Action: Request that John Healey continue working on the logo, reshaping the design with an emphasis on a more fluid design.

Wrap-up and Clean-up:

Dr. Threinen led a discussion relative to how Committee members see your next steps as a team? How do we bridge the gaps?

Dr. Scott is comfortable with "fine tuning" our existing goals for the Assessment committee, adding that he believes we are making progress. It was felt we'll continually be re-establishing timelines for the assessment process.

The committee also discussed the ideal way to bring absent members up-to-speed regarding developments at today's meeting.

Dr. Threinen led a discussion regarding how often the Assessment Committee should meet. Dr. Scott feels that bi-weekly meetings are too frequent to report significant outcomes. He added that each academic program is at a different step in the assessment review process, and we're still striving for a unanimous understanding of the process. Additional suggestions included extending meetings to 1 1/2 hours, with a portion of the meeting time devoted to individual teams, or hosting another retreat once per term. Members of the Committee could also e-mail information to each other between regular meetings.

Emily Tweed commented that she would like to revisit what the big picture is for the roles of the Assessment Committee.

Dr. Hines would like to incorporate all eight learning objectives within the next year for the Undergraduate and Graduate Studies programs.

It was suggested that we can develop future objectives for 2004-2005, and also do some background work independent of designated meeting times.

Members of the Assessment committee felt that today's large chunk of time was generally beneficial for accomplishing significant goals. Dr. Hines also felt it was helpful to have received the presentation and insight given by Dr. Udo from the team dimension profile toward accomplishing our goals.

Action Items:

1. A summary of the events and goals of today's retreat will be presented to members of the Assessment committee that were absent today. They will also be requested to complete the Team Dimensions profile and decide which team they would like to participate in prior to our next meeting.
2. After discussion, future meetings will be held from from 11:00 – 12:30 p.m. or 11:30 – 1:00 p.m. on Feb. 24th & March 16th.
3. Individual Teams should meet prior to the February 24th for additional work on goals.

Minutes written by: Diane Newcomer

Approved by: _____
Noni Threinen, D.C., Chair
University Assessment Committee