

Assessment Committee
March 23, 2004
Fetzer Boardroom

Members present: Dr. Noni Threinen (**Chair**), Dr. John Healey, Dr. Anita Manne, Mr. John Pirog, Dr. Lynne Hvidsten, Ms. Jane Richardson, Dr. Rob Scott

Absent: Dr. Max Hines, Ms. Emily Tweed, Dr. Okokon Udo, Mr. Tony Wangerin, Ms. Ixanhui Yang

Review of last meeting minutes:

Motion *Hvidsten, Scott* to approve the minutes of the February 24, 2004 meeting with one minor change. Motion passed.

Role of Assessment in the NCA Accreditation process:

Dr. Threinen commented that members of this committee will be part of the process in the upcoming NCA focus visit to answer questions regarding the assessment review process.

She will be attending the annual NCA meeting in Chicago next week and will share information with the committee upon her return. Dr. Hines will be responsible for coordinating the overall accreditation process for the upcoming May 2005 NCA site visit. The visiting site team will be reviewing our progress as an institution regarding the assessment process as one part of that overall accreditation process. Dr. Threinen wants all members of this committee to fully understand that they play an important role in that process.

Dr. Threinen also gave an update regarding the ACC Conference that was held in Las Vegas a few weeks ago when she gave a presentation regarding our objectives and accomplishments regarding the assessment process, and she felt it went well. It was mentioned that New York Chiropractic College shared some of their work with assessment within their college. She commented that other institutions are looking at our website for information regarding assessment, and she feels this is a positive development.

Dr. Threinen also reviewed an explanation of the assessment plan and report forms that was adapted from the University of St. Thomas website. After discussion, the recommendation from the committee was to use this form as the baseline for outlining the assessment progress overview, with the addition of a "Resources" column.

The Committee also discussed how our current Development Assessment (DA) exams could be used for evaluating students. There was discussion relative to consideration of establishing a standard percentage that all students must meet for passing the tests in the future. Are there trends that are seen in student testing?

Red Team Report:

Dr. Scott reported that his team has not met since the February meeting held at the Richardson Nature Center.

Blue Team Report:

Dr. Manne used a powerpoint presentation to give an overview of progress from the blue team to date. The three major initiatives of the team are as follows;

- Improve awareness of assessment within the institution (with everyone's involvement)
(Plan, do, assess and improve)
- Foster a 'Culture of Assessment'
- Website initiative

She reviewed the current progress of the assessment piece of the CTLA website. Dr. Manne commented that her team has been quite inspired by the North Carolina state university website. There was discussion on what next steps to take to develop a separate website for assessment.

Dr. Manne also reviewed a list of resources that are currently needed, including an updated computer for Jane Richardson and additional technical support for faculty. Dr. Threinen agreed to follow-up with IT and Dr. Sawyer to facilitate getting these resources.

Green Team Report;

Dr. Healey stated that his team hasn't met since February 24, 2004, though they have communicated via email several times. Their goal is to work on revising syllabi to include the University Learning Outcomes. After some discussion with her, Monica Rimple suggested that we could provide a link to the University website.

Dr. Healey commented that his team has recently developed a greater awareness of what the assessment review process entails. He also stated that he realizes that our committee can't be responsible for all the potential changes in the curriculum. There is a tremendous amount of work that remains to be accomplished across campus, and the Assessment committee can help to motivate and drive the process.

Dr. Threinen also reviewed a proposed course syllabus from the College of Saint Scholastica. There was a discussion relative to the level of information that should be included in course syllabi.

Action: Dr. Threinen encouraged members of this Committee to give additional consideration to this issue.

Confirmation of assessment communication plan:

Dr. Threinen briefed the Committee on a recent memo from John Healy regarding the plan to help bring a greater awareness and focus to assessment throughout the campus community. This will include:

1. Interviews with members of the Assessment Committee to generate an article for the Communicator.
2. Development/refinement of the University Assessment logo.
3. Use of a new logo on an html e-mail banner.
4. Development of a "flyer/bookmark" piece to include the University Learning Outcomes and the continuous improvement cycle for students, faculty, staff.

Dr. Threinen also presented and reviewed two versions of the Assessment logo that she received from the Communication's Department. After additional suggestions for changes from committee members, she agreed to forward them to John Healy for further refinement to the logo.

The next meeting will be held on **Tuesday, April 13, 2004**. At that meeting we'll need to identify progress of each team regarding the assessment process.

Minutes written by: Diane Newcomer

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