

**ASSESSMENT COMMITTEE**  
**May 13, 2004**  
**Fetzer Boardroom**

**Members present:** Dr. Noni Threinen, (**Chair**), Dr. Dale Healey, Dr. Max Hines, Dr. Anita Manne, Mr. John Pirog, Ms. Jane Richardson, Dr. Rob Scott, Mr. Tony Wangerin

Absent: Dr. Lynne Hvidsten, Emily Tweed, Dr. Okokon Udo, Xianhui Yang,

**Approval of last meeting minutes:**

**Motion Hines, Richardson** to approve the minutes from the May 6, 2004 meeting as presented. Motion passed.

**University Outcomes Committee Overview:**

- Dr. Threinen presented and reviewed an overview of projected goals & anticipated results for the Assessment Committee for the summer term. No meetings will be held on June 3, June 17<sup>th</sup>, July 1<sup>st</sup> and July 22<sup>nd</sup>, and no projected meetings in August.
- She elaborated on the opportunity for faculty to participate in the AAHE conference in Denver on June 13-15<sup>th</sup>. Dr. Threinen would like representatives from each academic program to attend that conference. Our goal is to broaden the base of understanding regarding the assessment process. So far, Drs. Bartlett and Scott and Xianhui Yang will be attending the conference. There was discussion whether it would be advantageous for Tony Wangerin or other students to attend the conference. Dr. Threinen commented the conference isn't geared toward student attendees.
- Dr. Threinen has received a draft of the annual assessment report from Dr. Max Hines.
- Dr. Threinen will continue to be the liaison for the curriculum process. It was also noted that we'll continue to use existing data for assessment review.
- It was noted that each program tweaked the rubric for written communication to make it applicable to their specific academic program.

**Red Team:**

Dr. Scott reported that his team's focus is to continue working on timelines for established goals.

**Blue Team:**

Dr. Anita Manne briefed the Committee on the following outline for development of the University Assessment website:

1. Assessment Essentials
2. History of Assessment at NWSU
3. Components of Assessment

4. University Assessment Committee
5. Resources
6. Student Perspectives
7. Faculty Perspectives

She commented that her team emulated other college websites for development of our website. Dr. Manne commented that her team is open to suggestions for refining the website.

It was suggested that membership of the University assessment committee be updated to reflect current membership. Dr. Threinen suggested that we also add “Quotes from administrators and staff” to No. 6 – Faculty Perspectives.

Dr. Scott commented that when the Assessment minutes are added to the website, he suggested utilization of a .pdf format so that information couldn't be tampered with. Dr. Threinen generally agreed with this approach, but suggested that some information on the website should be in a format that could be updated if needed.

**Action:** Dr. Manne will meet with Monica Rimple & John Healey regarding development of the assessment website.

Dr. Manne also suggested that perhaps the team names could be changed from a color to a specific name. Discussion ensued. Dr. Threinen commented the teams were developed as:

- Red Team – Process and overview
- Blue Team – Communication and education
- Green Team – Implementation of ideas

After discussion, it was concluded that teams could alter their names, if they so choose.

**Green Team:** A meeting was held last Friday with Drs. Hines, Healey & Threinen to develop a process for organizing two focus groups to solicit feedback from faculty regarding the assessment review process. Committees will consist of one member of the faculty from the Massage Therapy & MCAOM programs, and four members from the chiropractic program.

Dr. Scott expressed a concern regarding the term “focus group” rather than calling the groups a group interview, adding that it may be a misleading term. Discussion ensued. No final decision was made on this issue.

Drs. Udo & Hines are being considered as facilitators of the working groups. The sessions will be 90 minutes in duration. No dates have been established yet for holding the sessions. Our goal is to organize meetings for the first or second weeks of June. At the Academic Council meeting held yesterday, Dr. Threinen requested that Dean's consider faculty names for these committees. Jane Richardson will also get back to Dr. Threinen with names of faculty from Foundational Sciences to join the discussion group.

The goal of the group is to get feedback from members of the faculty to establish a progress report of their thoughts regarding the current status of the assessment process, and their thoughts regarding future plans.

## **Program Reports –**

**MCAOM:** Mark McKenzie stated his department is in the process of preparing their report on his department's review of students in relation to the communications learning outcome.

**Chiropractic:** His program is interpreting communication results from DA exams. Dr. Scott is currently reviewing a list of his faculty and their workloads to determine which members have lighter loads and could therefore be reassigned to chiropractic committees to further advance University Learning Outcomes criteria.

**Institutional Health & Wellness:** Dr. Udo was absent today and no report was given.

**Massage Therapy:** Dr. Dale Healey presented and reviewed an overview of a program assessment action plan worksheet for the Massage Therapy program. He facilitated a meeting of the Massage Therapy faculty to complete the action plan. The worksheet also included a list of challenges that faculty suggested to accomplish the goals.

Dr. Threinen commented that she would appreciate it if Dr. Healey would make sure that faculty understand there is a definite distinction between teaching and learning, and that assessment is what students grasp regarding what is being taught at the University.

### **Plan for the next Assessment Committee meeting:**

Dr. Threinen requested that all members of the Assessment Committee review the culture matrix and score this committee on their interpretation of how we have progressed to date. This will be reviewed at the meeting on May 20, 2004.

Minutes written by: Diane Newcomer

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