

**Assessment Committee
May 6, 2004
Fetzer Boardroom**

Members present: Dr. Noni Threinen (**Chair**), Dr. Dale Healey, Dr. Max Hines, Dr. Anita Manne, Dr. Lynne Hvidsten, Mr. Mark McKenzie, Ms. Jane Richardson, Ms. Emily Tweed, Dr. Okokon Udo, Mr. Tony Wangerin, Ms. Ixanhui Yang

Absent: Dr. Rob Scott

Approval of last meeting minutes:

Motion *Hvidsten, Healey* to approve the minutes of the March 23, 2004 meeting with minor changes. Motion passed.

Welcome new member:

Dr. Threinen welcomed Mark McKenzie, Dean of MCAOM, as a new member to the Committee. Mark McKenzie is replacing John Pirog, whose primary responsibilities have changed at the University.

There was also discussion relative to adding Monica Rimple as another member of the Committee to represent staff and to help facilitate the connection with communication of assessment related information. Members were in favor of this idea.

Assessment Meeting Schedule:

Dr. Threinen and the Committee discussed options for the meeting schedule for the summer term. She is in favor of holding weekly meetings of the Assessment Committee in conjunction with the team meetings. Discussion ensued. Dr. Healey commented that he, Mark McKenzie & Dr. Scott have a standing conflict the first Thursday of each month. After discussion, it was concluded that weekly meetings of the Assessment Committee will be scheduled for Thursday's from 9:00 – 10:00 a.m.

Red Team Report:

In Dr. Scott's absence, Dr. Threinen reported there hasn't been any activity for this team since the last meeting due to the break. Dr. Threinen will join meetings of the Red Team as her schedule allows.

Blue Team:

Dr. Threinen met yesterday with John Healy, Director of Communications, regarding the Assessment logo, the future articles in the Communicator and other issues. The three articles will include interviews with members of this Committee and will occur this term. Dr. Manne has forwarded a few questions for the interviews to Dr. Threinen. The Committee also discussed the development of an HTML e-mail banner using the logo to promote assessment news.

Dr. Manne will meet with John Healy regarding web site development for the goals of the Blue Team.

Action: Dr. Threinen requested that all members of the Assessment Committee generate one or two questions for the Communicator interviews & forward those to her within the next few days.

Green Team:

Dr. Hines updated the Committee on the Assessment Culture Matrix and its usage for a survey for faculty and students. It was felt that we want a wider venue to utilize as a survey or questionnaire. There was discussion regarding our unit of analysis. Dr. Hines shared his perspective and insight regarding development of a survey, including the time & money needed to develop a survey. The Committee discussed other possible resources for analyzing the data from a survey.

Dr. Threinen commented that we need to demonstrate that we're making a difference on campus regarding the assessment process, and feels it would be worth using the resources to do some type of analysis.

Dr. Hines suggested that as an alternative to a survey, we could consider focus groups consisting of faculty and students. That could utilize more of a qualitative process to determine if there are recurring themes in the assessment review process. If pursued, we may have to process this idea through the IRB Committee.

Dr. Threinen commented that through either of these processes, we want to develop a focal point regarding assessment to utilize beginning this fall term.

Recommendation: After discussion, members of the Assessment Committee endorsed the idea of focus groups to discuss the assessment process. Dr. Threinen will meet with the Green Team to pursue this idea.

Programs Reports –

- **Massage Therapy:** Dr. Healey presented and reviewed a summary of how students in the Massage Therapy Program tested for the Communication Assessment learning objective. Students were rated on active listening, written communication skills, verbal & non-verbal communication skills. Students were observed in the oral and journaling process. Dr. Threinen was quite pleased with progress the Massage Therapy program has made with this learning objective, and the documentation regarding it.
- **MCAOM:** Mark McKenzie briefed the Committee on progress of a pre-clinic assessment for T-4 MCAOM students to determine verbal ability and a number of communication areas. They assessed approximately 15 students. The process went well. Xianhui Yang requested assistance in a format to summarize the data they collected regarding this process. Dr. Threinen will meet with Xianhui Wang & Mark McKenzie regarding this issue, as requested.

Action Items:

1. Dr. Hines will forward information regarding the assessment culture matrix to Diane Newcomer and she will forward this to all members of the Committee. Dr. Threinen requested that members of the Committee review this information by **May 20th**.
2. Dr. Threinen reminded Dr. Scott, Mark McKenzie & Dr. Healey that annual reports for the Assessment Committee are due to her by **May 15th**.

Minutes written by: Diane Newcomer

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

