

**University Assessment Committee**  
**September 16, 2003**  
**Fetzer Boardroom**

**Members present:** Dr. Noni Threinen (**Chair**), Dr. Jim Amundson, Dr. Dale Healey, Dr. Lynne Hvidsten, Dr. Anita Manne, Mr. John Pirog, Ms. Jane Richardson, Dr. Rob Scott, Mr. Marcus Seywerd, Ms. Lisa Simensen, Ms. Emily Tweed, Mr. Tony Wangerin, Dr. Jane Wittich

**Absent:** Dr. Chuck Sawyer

**Review Minutes:**

**Motion** *Wittich, Manne* to approve the September 16, 2003 minutes as presented.

**Rubric for written communication:**

Dr. Threinen inquired whether committee members approved of the rubric for written communication.

**Motion** *Wittich, Scott* to approve the rubric for written communication with minor grammatical changes.

**Update on assessment activities:**

**Chiropractic:**

Dr. Scott reported the chiropractic division is focusing on the assessment aspect for the time being. Dr. Threinen attended their last curriculum committee meeting. They are focusing on a T-7 narrative report that was approved and will be implemented this term. They are currently back on track with their objectives, and feel they have made a good start.

**MCAOM:**

John Pirog reported that faculty for MCAOM plan on extracting communication competencies from the "*Human Interactions*" class by the end of the summer term. He added the "*Pre-clinic workshop*" class needs to be rewritten for competencies. His department needs to establish where they want to end up for establishing and tracking competencies.

MCAOM wants to incorporate the global rubric for written communications into their courses.

Lisa Simensen commented that we could utilize a separate rubric for pre-clinic workshops.

### **Orientations:**

Emily Tweed commented that we're currently not doing an incoming assessment for students at their incoming orientation, and suggested this might be an area to look at in the future. She added that we could utilize that information as a baseline, and hopefully utilize that information to improve writing competency skills. We could later do testing comparisons to close the loop for assessing student skills.

### **Massage Therapy:**

Dr. Healey reported that Massage Therapy has been focusing on curricular mapping, and have been gathering tools and data recently. All of their classes were surveyed for written communication skills. Dr. Healey is collecting and assessing that information.

He added that he is rebuilding the supervisor evaluation form, utilizing the 5 point rating scale. Dr. Healey provided examples of how they intend to incorporate the written communication rubric into their classes.

### **Review of Action Plan Dates, Responsibilities and assignments:**

Dr. Threinen presented and reviewed the addressed the Action Plan draft from 9-30-03 to determine where the Assessment Committee is currently at.

Dr. Threinen and Emily Tweed are meeting tomorrow to develop a planning track to inform students of the assessment review process. Emily Tweed added that they are generating a marketing plan at this point.

Dr. Hvidsten expressed a concern that we continually run all the processes through the appropriate feedback loops. She also inquired what can we do to safeguard the procedure and stay on track? We want to stay on track with all the phases and close the loop for effective communications.

Preparing annual reports on a specific schedule each year from deans and others who are part of the process – Due date changed from **winter 2004 or spring 2004**.

**Action:** Dr. Threinen requested that committee members make additional comments on their copy of the draft copy and forward this information to Dr. Threinen.

### **E-Lumen software:**

Dr. Threinen stated that the Academic Deans, Dr. Sawyer, Andrea Kodner-Wenzel will be given a live demonstration of the E-Lumen software on October 3, 2003. She added that we're hoping to utilizing that software to track students progress with the assessment process.

Minutes written by: Diane Newcomer

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