

University Assessment Committee
September 30, 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 are in agreement regarding 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 a T-7 narrative report that was approved and will be implemented this term. Dr. Threinen also attended a recent curriculum committee meeting. Dr. Scott is pleased with the progress they've made so far, and feel they've 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 still needs to establish what their goals are for establishing and tracking competencies. MCAOM also wants to incorporate the global rubric for written communications into their courses.

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

Orientations:

Emily Tweed commented that we're currently not assessing students for communications skills at their incoming orientation, and suggested this might be an area to look at in the future. She added that we could utilize that data as a baseline, and hopefully use that information to improve writing competency skills. We could do an additional test at a later time to determine progress and 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 in the process of collecting data for that effort. All of their classes were surveyed for written communication skills, and Dr. Healey is collecting and assessing that information.

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 Action Plan draft from 9-30-03 to determine current progress and goals for the Assessment Committee.

- Dr. Threinen and Emily Tweed are meeting tomorrow to develop a planning track to inform students of the assessment review process. Emily Tweed will meet with John Healey to develop a marketing plan for educating students regarding the assessment process.
- Dr. Hvidsten expressed a concern that we continually run all the assessment processes through the appropriate feedback loops. 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 to spring 2004**.

Action: Dr. Threinen requested that committee members review the draft copy, make additional comments they feel should be added, and forward this information to Dr. Threinen.

E-Lumen software:

Dr. Threinen stated the Academic Deans, Dr. Sawyer, and Andrea Kodner-Wenzel will meet with Dr. David Shupe on October 3, 2003 to preview a live demonstration of the E-Lumen software. 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