

**ASSESSMENT COMMITTEE**  
**September 30, 2004**  
**Fetzer Boardroom**

**Members present:** Dr. Noni Threinen, (**Chair**), Ms. Mary Berg, Dr. Dale Healey, Dr. Max Hines, Mr. Mark McKenzie, Ms. Jane Richardson, Mr. Tony Wangerin

Absent: Dr. Rob Scott, Ms. Emily Tweed, Dr. Okokon Udo, Ms. Xianhui Yang

**Approval of last meeting minutes:**

**Motion Berg, Wangerin** to approve the minutes from the September 23, 2004 with minor corrections. Motion passed.

**Updates:**

**Program definition, purpose and goals:** Dr. Threinen has reviewed the information for the Assessment website and has included a section of the progress report in it.

**Action:** Dr. Threinen will e-mail the updated section of the website to members of the Committee for their information.

**Assessment Progress Report:** Dr. Threinen requested that members of the Committee review beginning and ending sections of the Assessment report for any missing content and requested feedback to Dr. Threinen by **Monday, October 4, 2004**.

**Bookmark:** Dr. Threinen presented an updated version of the Bookmark from John Healy of the Communications Department. She commented that our targeted audience for the Bookmark will be students and faculty. It is intended to build awareness for student learning outcomes and the assessment process. It was also noted the learning outcomes are now listed on course syllabii.

**Faculty Event:** Dr. Threinen led a discussion regarding the best way to present the Bookmark and the annual assessment progress report to faculty. Possible ideas included a wine & cheese party for faculty with a coupon that could be accessed on the assessment website, or department meetings or curriculum meetings. Dr. Threinen could attend each group individually to present this information. The Committee also discussed the challenges of forwarding this information to adjunct faculty.

**Action:** After discussion, Dr. Threinen will attend individual department meetings to promote the Bookmark and annual assessment report.

**IUPUI Conference:** Dr. Threinen gave an overview of the upcoming IUPUI Conference in Indianapolis on October 31-November 2<sup>nd</sup>. She requested feedback regarding participants for the conference, adding that a goal is to increase faculty participation in the assessment process. Mary Berg has expressed interest in attending the conference.

### **Change of Committee members:**

There was a discussion regarding the goal to reduce the number of administrators on this committee and include more faculty participation. Dr. Threinen commented we would like to have faculty involvement in assessment so they can provide ownership for the process. She added that all administrators are already members of the Academic Council.

Dr. Healey commented that he would still like to be involved with the assessment process in the future, since he is unsure about his faculty involvement. He also commented that he would need to be involved in order to write the annual report. Dr. Threinen commented that we could still have administrative participation and an increased number of faculty on the Committee. She commented that a goal is to have faculty who are good communicators on this Committee.

Mark McKenzie expressed a similar sentiment about being involved with the assessment process, since it helped him to be more knowledgeable about the process. However, he is okay with increased MCAOM faculty participation.

The Committee discussed possible members of the academic programs as future members. Mark McKenzie also commented that some of his faculty have some communication issues with English.

Dr. Hines suggested that perhaps Dr. Threinen could forward a system wide e-mail from Dr. Threinen regarding a desire to add increased members to the Assessment Committee and also mention the IUPUI conference at the same time. Dr. Threinen and others thought this was an excellent idea.

The next meeting will be held on October 14, 2004.

Minutes written by: Diane Newcomer

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