

ASSESSMENT COMMITTEE
October 14, 2004
Fetzer Boardroom

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

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

Approval of last meeting minutes:

Motion *Hines, Healey* to approve the minutes from the September 30, 2004 meeting with one minor correction. Motion passed.

Updates:

- **Committee Representation:** Dr. Threinen stated the Assessment Committee will be moving forward at the next meeting with revised committee members. The current administrative members will be leaving the committee and will be replaced by members of the faculty. The goal of this change is to move toward faculty involvement at the program level for the assessment process. Dr. Threinen commented that she is very grateful and appreciative of all the hard work the current administrative representatives have provided to bring the assessment process to its current status. She believes we've created a good structure for moving forward with assessment.

Dr. Threinen reported the following revised membership for the Assessment Committee;

Ms. Kren McManus
Dr. Renee DeVries
Dr. Don Eggebrecht
Ms. Ixanhui Yang will remain on the committee
Tony Wangerin will remain on the committee for now

There was a question how faculty should be interacting with administrators regarding the assessment process. Dr. Threinen requested that Deans make it a high priority to visit with their faculty representatives on this committee to keep abreast of developments regarding the assessment process.

Dr. Threinen also commented that administrative members will be provided updates regarding the assessment process through their representation on the Academic Council. She added that she is willing to meet individually with deans as necessary.

- **Bookmark:** Dr. Threinen presented and reviewed the updated Assessment program bookmark. Unfortunately, the holes were incorrectly punched on the laminated card, so we'll have the 1,500 cards reprinted. Dr. Threinen and Emily Tweed will distribute the reprinted cards to individual classes.

- **Progress report;** Dr. Threinen will distribute the annual progress report to the Curriculum committee coordinators. She will also meet with Dr. Healey's faculty and brief them on the assessment report.
- **Website Launch:** The Assessment website is just about ready to be launched. Tony Wangerin & Dr. Manne had a meeting regarding the website and they discussed the few remaining missing elements. The goal is to launch the website by Friday of this week. Dr. Threinen will put an announcement in the CTLA update probably tomorrow regarding the website.

IUPUI Conference:

The IUPUI conference will be held in Indianapolis October 31 – November 2, 2004. Mary Berg & Dr. Jonathan Williams have expressed interest in attending the conference. Dr. Threinen will also be visiting with Dr. Mary Thornhill to determine her interest level for the conference.

Team Development/training:

Dr. Threinen suggested that it might be helpful for new members of the committee to have an off campus training session to review the progress report and faculty survey results of the assessment review process. She suggested a focused training session at the Richardson Nature Center in the near future.

Dr. Threinen also inquired whether there are any remaining items that require closure from administrators at this time. Dr. Healey still needs to develop criteria for assessment tools. He will work with Kren McManus regarding this issue and future assessment related deadlines.

Dr. Hines commented that it has been helpful for him to become familiar with the eight learning outcomes, and feels that we'll need to perpetually work on assessment related issues. He endorsed increased faculty involvement regarding the process.

Next meeting:

Dr. Threinen requested that members of the Committee review the Assessment website on Monday of next week to see the new developments.

The meeting on October 21, 2004 is cancelled. Because of the change in committee representation, schedules will be reviewed and a revised meeting time will be selected for future meetings.

Minutes written by: Diane Newcomer

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