

**ASSESSMENT COMMITTEE**  
**January 14, 2005**  
**Fetzer Boardroom**

**Members present:** Noni Threinen, (**Chair**), Mary Berg, Renee DeVries, Kren McManus, Jane Richardson, Xianhui Yang,

**Absent:** Don Eggebrecht, Mary Tuchscherer, Tony Wangerin

***Approval of last meeting minutes:***

**Motion Yang, Richardson** to approve the minutes from the December 3, 2004 meeting as presented. Motion passed.

***Committee Representation:***

Dr. Threinen stated that Dr. Stacy Thornhill will no longer be a member of this committee due to other time constraints.

***Follow-up on assessment tools for use in classes:***

Faculty from the Assessment Committee will be assessing students with the following techniques in their respective classes during the winter term:

- Dr. Don Eggebrecht - "The muddiest point"
- Mary Berg - Double journal entry
- Dr. Kren McManus - Ask three general technique questions of students
  - a) What was the most confusing point?
  - b) What are you most excited about?
  - c) What are you most fearful about?

Both Jane Richardson & Dr. Renee DeVries will review the book "Classroom Assessment Techniques" to determine which technique to utilize for student assessment.

Dr. McManus stated she isn't quite sure what to do with the student responses. She indicated she wants information to be meaningful for students. Dr. Threinen suggested that Dr. McManus try integrating information from the student general questions, using common themes to improve on the lecture material.

Dr. Threinen also suggested that we have a meeting during the term to see how everyone is doing with their respective techniques.

***Review assessment schedule for addressing University Learning Outcomes (ULO):***

Dr. Threinen reviewed the schedule for the eight learning outcomes for 2004 and beyond with corresponding timelines. Mary Berg recommended that "Service to the Community" be one of the outcomes that are worked on last.

It was suggested that academic deans follow the same sequence while progressing on the learning outcomes, so that everyone is working on the same track.

**Motion DeVries, Berg** to get the information from the Deans and stay in the same order throughout the program. Motion passed.

It was noted that we may use a slightly different graph on how the assessment cycle works.

***Assessment Plan Website Addition:***

Dr. Threinen led a discussion regarding the ideal location to store information from the University Assessment plan. For a variety of reasons, it was felt we need a logical, visible location for everyone to be able to access information and procedures for assessment.

It was suggested that we utilize the University Assessment website to house this information. Dr. Threinen reviewed a draft for coordinating the information for:

- ❖ The University Learning Outcome
- ❖ Assessment Cycles and Timelines
- ❖ Program Assessment Plans
- ❖ Annual Program Assessment Reports
- ❖ Annual University Assessment Progress Report

Dr. Threinen stated there would also be an overview statement about the assessment process and what the website would include. It was also suggested that we include minutes from the Assessment Committee.

**Motion Berg, McManus** to place the University Assessment Plan as a component of the CTLA website. Motion passed.

Dr. Threinen commented that she would appreciate assistance with this project, with a goal to gather this information for the website within the next month.

The next meeting will be held on **Friday, February 11<sup>th</sup> from 9:00 – 10:00 a.m.**

Minutes written by: Diane Newcomer

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