

**UNIVERSITY ASSESSMENT STEERING COMMITTEE**  
**Summary Notes for Meeting #9: 2:00 –3:30 p.m., Dec. 4, 2002**

**Present:** Linda Delene (Committee Chair, Academic Planning and Assessment), Ariel Anderson (Teaching, Learning and Leadership/USC), Gus Breyman (EUP - Lansing Campus), Mozhddeh Bruss (Family and Consumer Services/International Programs and Area Studies), Meg Dupuis (English and COGE representative), Lynn Lee (Trio Programs), Stephen Malcolm (Biological Sciences), Donald Meyer (Economics), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), Galen Rike (Waldo Library/AAUP), Vladimir Risukhin, (College of Aviation), Peter Saunders (Center for Teaching and Learning), Edmund Tsang (College of Engineering and Applied Sciences), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), and Heidi Solberg-Viar (GSAC Representative). **Absent:** Beth denHartigh (Disabled Student Services), Jeorge Fierro (Academic Advisors), Damodar Golhar (Haworth College of Business), Lonnie Hannaford (College of Education), Joyce Kubiski (Art), Linda LeBlanc (Psychology), Bettina Meyer (University Libraries/TOC), Martha Warfield (Division of Student Affairs), Robert Wertkin (Social Work), and Bill Wiener (The Graduate College).

The meeting began with approval of the summary note of the November 13<sup>th</sup> meeting as written. Also, committee colleagues who participated in the Winona State University assessment presentation November 14 were positive in their comments and views about the value of that session. Funds permitting, a group is planning on a winter visit to the Winona State campus to examine the feasibility of “adopting” at least parts of the information system used to support that institution’s assessment program.

Delene briefly reviewed the final editing changes made to the “Assessment Plan and Timetable” document that had been distributed to faculty senators during the previous week as well as committee members. She also indicated that some comments and messages had been received from a few senators, some of which helped to further clarify the document. Committee members able to attend the Senate meeting the next evening, Thursday, Dec. 5, were asked to support the presentation of the plan and timetable.

The Committee then reviewed the Assessment Grant Guideline document for the final time. Suggestions were made to clarify #4, items (b) and (c) under the grant reviewing criteria, and to clarify the timetable for receipt of proposals, proposal review, and notification to awardees. A motion was made by Anderson and seconded by Rike to approve the assessment grant guidelines as amended in this meeting. The motion to approve was unanimous.

There was limited discussion of a preliminary plan to review departmental assessment plans. Delene will ask “volunteer” departments to present their plans for committee review and approval during the upcoming spring semester. A draft of the letter to departments will be presented to the Committee at its first meeting in January 2003. This spring semester will provide the Committee with a pilot period in which to apply the criteria for review from the University policy and see how the process works. After the spring semester, Delene will draft a schedule for departmental submission of plans to the committee in consultation with the deans and deans with chairs. The goal is to have all departmental assessment plans reviewed and approved no later than fall of 2004.

There was a brief discussion of the proposed meeting dates for the spring semester and the dates suggested were acceptable to most members of the Committee. The meeting was adjourned at 3:30PM.

<p><b>PLEASE NOTE THE TIME AND MEETING DATES FOR THE SPRING SEMESTER:</b> <b>9:30AM to 11:30AM ON MONDAYS,</b> <b>JANUARY 13, FEBRUARY 10, MARCH 17 AND APRIL 7.</b> <b>PLEASE MARK YOUR CALENDARS.</b></p>
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