

UNIVERSITY ASSESSMENT STEERING COMMITTEE
Summary Notes for Meeting #10: 9:30 –10:30 a.m., Jan. 13, 2003

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

The meeting was initiated with New Year greetings by Delene, and with the approval of the summary note of the December 4th meeting as written. Delene briefly commented on the Faculty Senate meeting of Dec. 5, and the recommendation of the Senate to accept the University Assessment Plan and Timetable policy as presented. It was noted that, although discussed briefly, formal institutional approval had not yet been received from either the interim provost or the interim president for the proposed assessment plan and timetable.

Discussion turned to the proposed announcement letter about initiating the assessment grant program. Members of UASC are not eligible to submit proposals although other colleagues from their respective departments certainly are eligible. The items not covered by such grants were reviewed (conference travel, external consultants, computer equipment, tuition, and release time costs for teaching or administrative work). It was agreed that a small screening committee would review the proposals and make recommendations to the full UASC. Members who agreed to serve on this subcommittee were Wertkin (chair), LeBlanc, Golhar, Underhile, Malcolm, and Saunders. Members of UASC will receive all proposals with the screening subcommittee making an evaluation and recommendations of proposals for funding to the full committee. Delene will circulate a rating format for suggested use in reviewing proposals in the next few weeks. The draft letter announcing the grants that UASC reviewed was **not** approved for further distribution since funding approval is still pending.

In a related matter, there was a brief discussion of the relationship between academic program planning and departmental assessment plans. The link is that information from assessment activities is reported and used in academic program planning as one key basis upon which to recommend change and improvements. Initially, during this spring semester, volunteer departments will have their assessment plans reviewed by UASC for approval. For departments not participating in the voluntary spring review, Delene will draw up a proposed list of review dates by month and year in June. This proposed review list would be provided to the academic deans for review and approval, and subsequently sent by Delene in another letter to department chairs. It was suggested that the relationships between academic program planning and assessment be designed into a visual or graphic to improve understanding of how the two activities are related.

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. After the spring semester, Delene will draft a schedule for the committee’s review of remaining departmental plans in consultation with the deans and chairs. The goal is to have all departmental assessment plans reviewed and approved no later than by the end of the fall semester of the 2004-2005 academic year.

Since the committee had no other business, the meeting was adjourned at 10:30 am.

**PLEASE NOTE THE TIME AND MEETING DATES FOR THE SPRING SEMESTER:
9:30AM to 11:30AM ON MONDAYS,
FEBRUARY 10, MARCH 17 (may be changed to March 10), AND APRIL 7.
PLEASE MARK YOUR CALENDARS.**