

UNIVERSITY ASSESSMENT STEERING COMMITTEE
Summary Notes for Meeting #11: 9:30 –10:40 AM, Mar. 17, 2003

Present: Linda Delene (Committee Chair, Academic Planning and Assessment), Ariel Anderson (Teaching, Learning and Leadership/USC), Gus Breymann (EUP - Lansing Campus), Mozhdeh Bruss (Family and Consumer Services/International Programs and Area Studies), Beth denHartigh (Disabled Student Services), Meg Dupuis (English and COGE representative), George Fierro (Academic Advisors), Lonnie Hannaford (College of Education), Joyce Kubiski (Art), Lynn Lee (Trio Programs), Stephen Malcolm (Biological Sciences), Donald Meyer (Economics), Bettina Meyer (University Libraries/TOC), Galen Rike (Waldo Library/AAUP), Vladimir Risukhin, (College of Aviation), 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:** Damodar Golhar (Haworth College of Business), Linda LeBlanc (Psychology), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), and Peter Saunders (Center for Teaching and Learning).

The meeting began with approval of the summary note for the January 13th meeting as written. The provost's letter approving the recommended University Assessment Plan and Timetable was also reviewed. The Committee expressed the view that the two items not approved were important to WMU assessment efforts and should not be dropped. It was agreed that the plan published on the website will have a notation entered for the two parts indicating lack of approval but being retained in the adopted plan with the idea that the two issues should be reconsidered when institutional finances become more certain.

Delene then advised the committee about some committee "housekeeping" issues ahead. The intent always has been to have the committee chaired by a faculty member to reflect faculty ownership of assessment, and the group needs a vice-chair as well in case of illness or absence. Meg Dupuis was asked to chair a nominating committee to field candidates for the two offices. Additionally, sixteen committee members have already served two years and are representative of several campus organizations. Those colleagues were asked to contact their organizational unit and seek a replacement or, if they wish to continue to serve, to please advise Linda with an email note by March 31. In response to a query, Delene estimated that chairing the committee takes between 3-5 hours per week plus the organizational contact work that is involved. Delene will try and secure a one-course reduction in load per semester for a faculty member willing to chair the committee. New (or returning) committee members will take committee membership in May 2003 and serve through May 2005.

The committee was advised that the provost, Elise Jorgens, had established the General Education Assessment Committee in January 2003. Delene is now the interim chair of that group until a faculty colleague can become chair in fall 2003. The General Education Assessment Committee has representation for the academic colleges as well as from COGE and is currently drafting initial student learning outcomes for the eight areas of the program and these will be circulated to some general education faculty for comment. These learning outcomes will be the basis of an initial general education assessment activity that is to commence in fall 2003. Additionally, the National Survey of Student Engagement (NSSE) Report was distributed to committee members and it will be placed on the agenda for some discussion at the April meeting. It was noted that Bob Wertkin is chairing the subcommittee (composed of Bruss, Golhar, Underhile, Malcolm and Sanders) that will review and recommended assessment grant proposals for committee approval at the May meeting. He will develop a template for the group's use and prepare recommendations in advance of that May meeting. The timing for the assessment grants was delayed one month this year given the delay in approving the University Assessment Plan and Timetable – normally proposals will be due by March 10, reviewed, and approved at the committee's April meeting. Finally, it was noted that the Department of Biological Sciences has volunteered to have its assessment plan reviewed this spring. It was agreed that the departmental template prepared would be used to conduct that review at the April meeting; and that changes would then be made to the template prior to its general use for all other departmental plan reviews during the 2003-2004 year.

Since the committee had no other business, the meeting was adjourned at 10:40 AM

**PLEASE NOTE THE TIME for the NEXT MEETING:
9:30AM to 11:30AM ON MONDAY, APRIL 7.
PLEASE MARK YOUR CALENDARS.**