

**UNIVERSITY ASSESSMENT STEERING COMMITTEE**  
**Summary Notes for Meeting #12: 9:30 –11:15 AM, April 7, 2003**

**Present:** Linda Delene (Committee Chair, Academic Planning and Assessment), Ariel Anderson (Teaching, Learning and Leadership/USC), Hal Bates (Academic Advisors), Gus Breyman (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), Damodar Golhar (Haworth College of Business), Linda LeBlanc (Psychology), Stephen Malcolm (Biological Sciences), Donald Meyer (Economics), Bettina Meyer (University Libraries/TOC), 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), Heidi Solberg-Viar (GSAC Representative), and Bill Wiener (The Graduate College). **Absent:** Lonnie Hannaford (College of Education), Joyce Kubiski (Art), Lynn Lee (Trio Programs), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), Martha Warfield (Division of Student Affairs), and Robert Wertkin (Social Work).

The meeting began with approval of the summary note for the March 17<sup>th</sup> meeting as written. Delene briefly reviewed the advice received regarding membership changes to UASC, noting that a few are still outstanding but that all should be resolved by the Committee's next meeting. It was agreed that the Committee will meet once in May and once in June prior to the summer break – and meeting dates were set for 3:00 PM on Wednesday, May 14 and June 11, 2003. DuPuis then gave the report on nominations for chair of UASC noting that there were two nominees, Stephen Malcolm (Biological Sciences) and Bob Wertkin (Social Work). Paper ballots were distributed for a written vote with Bettina Meyer receiving the ballots and providing the vote tally. Wertkin was elected chair for the 2003-2004 academic year with his term running from May 2003 through April 2004.

Malcom (Biological Sciences) provided the committee members with copies of an assessment plan for the department of biological sciences. He was complimented on the thoroughness of his work, and he introduced the proposed plan and answered several questions including: the revised departmental mission statement, objectives for majors ones including the one for secondary education not in the plan, the statement of objectives in terms of Bloom's taxonomy of cognitive hierarchy, the amount of assessment embedded in various courses and the potential issue of outcomes data separation from faculty reports to guard against the use of assessment data in personnel decisions, suggested changes to the committee's review sheet for departmental plans, and the timetable for all the activities proposed. Malcolm also noted the links between assessment and curricular changes, and indicated that some course changes that might be needed depending upon student learning outcomes. Since the departmental faculty and the department chair had not approved the plan, Delene referred the proposed plan back to the department for their review and formal approval. Given the resources, time, and assessment involvement by all in the department, such approvals were thought necessary before departmental plans are formally reviewed by UASC.

Delene reported briefly on her visit to the College of Arts and Sciences Assessment Committee Meeting on 3/21/04. There, the suggestion was made that some mechanism be put in place for informal discussions about preliminary departmental plans. Thus, five consultation and review teams are constituted to respond to requests from departments in the respective colleges or units: (1) College of Arts and Sciences (Delene, Dupuis, Hannaford, LeBlanc, Malcolm, D. Meyer, Underhile); (2) Colleges of Education and Business (Bates, Breyman, Golhar, Hannaford, Sanders); (3) Colleges of Engineering and Aviation (Mousavinezhad, Rike, Rusukhin, Tsang), (4) Colleges of Health and Human Service and Fine Arts (Delene, Roth, Wertkin, Wiener); and (5) Division of Student Affairs (Barnes, Delene, Ickes, denHartig, Warfield). Deans will be advised of these consultation teams as points of assistance to the various departments across campus.

There was a brief review of some findings in the NSSE 2002 report as well as a request for UASC members to review the assessment grant proposal scoring sheet and to send ideas about changes to Bob Wertkin for consideration. It was noted that the provost and the vice president of student affairs are organizing a task force to address from of the issues raised about first-year students. Since the committee had no other business, the meeting was adjourned at 11:30 AM.

**PLEASE NOTE THE TIME and DATE for the NEXT TWO UASC MEETING:**  
**3:00 – 4:30 PM on Wednesdays, May 14 and June 11, 2003**