

**UNIVERSITY ASSESSMENT STEERING COMMITTEE**  
**Summary Note for Meeting #14: 3:00 – 4:30 PM, June 11, 2003**

**Present:** Robert Wertkin (Social Work and Committee Chair), Hal Bates (Academic Advisors), Gus Breyman (EUP - Lansing Campus), Mozhdah Bruss (Family and Consumer Services), Linda Delene (Academic Planning and Assessment/Provost's Office), Beth denHartigh (Disabled Student Services), Brad Dennis (University Libraries), Meg Dupuis (English/COGE), Lonnie Hannaford (College of Education), Linda Ickes (Career and Student Employment/DOSA), Linda LeBlanc (Psychology), Stephen Malcolm (Biological Sciences), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), Galen Rike (Waldo Library/AAUP), David Reinhold (Chemistry/USC), Vladimir Risukhin, (College of Aviation), Edmund Tsang (College of Engineering and Applied Sciences), Donna Weinreich (Community Health/TOC), and Bill Wiener (The Graduate College). **Absent:** Toni Barnes (Upward Bound/DOSA), Damodar Golhar (Haworth College of Business), Ed Roth (Music), Donald Meyer (Economics), Heidi Solberg-Viar (GSAC Representative), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), and Martha Warfield (Division of Student Affairs).

Wertkin called the meeting to order and asked approval of the summary note of 5/14/03. After approval of the summary note, Wertkin welcomed Professor Donna Weinreich to the committee and asked Delene for her report about assessment. Delene gave an overview of the progress of the General Education Assessment Committee, noting that agreement was reached on use of the *CBASE* instrument on a trial basis for the 2003-2004 academic year. An approved sampling plan has been developed for its administration and minutes from that committee will also be forwarded to UASC members for their information. In response to a question about the administration of general education assessment at off-campus sites, Delene opined that few sites have large numbers of undergraduate students from which to sample for general education assessment, and she thought that this probably would not occur. Assessment at EUP sites is more likely to occur for graduate level programs when basically intact programs are located at certain sites. She also indicated that conversations with academic deans about potential dates for the review of departmental assessment plans were almost complete, with expected distribution of the campus-wide schedule this week. Review and consultation teams had been determined by Wertkin and Delene, trying to reflect the interests and disciplinary expertise of UASC members. Delene advised the group that as departmental plans become approved, they will gradually be loaded onto an assessment web site with the names of a contact person for each department's assessment plan, the plan's approval date and the next review date for the plan. Delene will send a formal letter to departments when plans are approved to document the approval.

Bill Wiener was asked by Wertkin to present the list of "quality" indicators developed for possible use in the assessment of graduate student learning outcomes and graduate programs. Wiener indicated that members of the Graduate Studies Council had been asked for their comments and advice and were in the process of reviewing the list. He will bring the advice from GSC to a fall meeting for further discussion.

Wertkin then asked the committee to again consider the assessment plan from the Department of Biological Sciences. Malcolm responded to specific questions from members of the committee. Upon a motion that was seconded, the plan was approved by USAC. Delene will send a letter to the chair and others formally reporting USAC action and approving the plan. Subsequently, initial discussion of the assessment plan from the Department of Chemistry occurred. Since this department has regular external review by the American Chemical Society, the plan reflects some of the department's accreditation requirements. After limited discussion, a motion was made and unanimously approved to table the plan from Chemistry pending faculty review and further revisions.

Wertkin distributed the requested summary of the funded assessment grant topics to UASC members and suggested that the range of activities was remarkable. He also indicated that he would ask UASC to review its original charge at its first meeting and begin assignments to accomplish the tasks noted. There being no further business, the meeting was adjourned at 4:45PM.

**PLEASE NOTE: Linda Walker at 7-0399 will review the published teaching schedule, and then contact UASC committee members about establishing a meeting time for the fall 2003 semester.**