

UNIVERSITY ASSESSMENT STEERING COMMITTEE

Summary Note for Meeting #15: 9:30 – 11:00 AM, September 19, 2003

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

Wertkin welcomed everyone to the new academic year, asked for introductions, and then for approval of summary note #14 for 6/11/03. After approval, Wertkin asked Delene for the report on assessment activities. Delene noted five items: (a) addition of a faculty member from the College of Education, Professor Katherine Cummings, to provide faculty representation for that college on UASC; (b) assessment of the general education program is proceeding with administration of the CBASE instrument in 29 sections comprised almost entirely of about 600+ freshmen, and with a series of meetings with faculty from Areas I and II to incorporate student learning outcomes assessment near the end of the fall semester with valuable assistance from Jim Gilchrist and David Sheldon, (c) faculty assessment grant participant meetings and progress, (d) departmental requests for assistance with assessment, and (e) the meeting with President Bailey on July 23 to review the Higher Learning Commission's mandate regarding assessment and the upcoming campus visit in fall 2005. President Bailey indicated her support for the assessment activities proceeding across the campus and asked to be kept informed of continued progress. During Delene's report, it was noted by Hannaford that some departments that are engaged with academic program planning are also working on the development of departmental assessment plans almost simultaneously. It was agreed by UASC that a delay of only those departmental plans until May of 2004 would be acceptable, and Delene will so communicate with the involved parties.

Wertkin then asked the Committee to consider the role of the college consultation teams in terms of the review of departmental assessment plans. He noted that two different tasks were involved – to work with faculty colleagues within departments to facilitate their work and second, to streamline the Committee's review process of the 50 plans during this academic year. It was agreed that members of the consultation teams should respond to all requests for assistance while keeping the consultation team chair advised of contacts and advice. It was further agreed that the due dates on the master schedule for departmental plans were suitable for plans being sent to the respective consultation team chair. Further discussion suggested the importance of developing a standard review protocol for the teams so the various departmental plan reviews have some consistency and coherence. No departmental plan will be reviewed by UASC unless it has the recommendation of the respective consultation team. Upon questioning, Delene again indicated that the 15-page limit was a genuine limit – and that materials, including appendices beyond that length, would not be considered part of the plan. Department's are free to refer to materials held within the department but formal plans submitted cannot exceed 15 single sided pages. Wertkin will call a meeting of team chairs within the next week to determine a protocol for reviews and consultation.

Wertkin indicated that the main business of the Committee for the year is to review and approve the departmental assessment plans across the University. He also noted that some attention needs to be given to how to communicate the uses of assessment information as it becomes available and is used within departments. Delene suggested it could be useful to consider a spring semester assessment seminar where the seven assessment grant faculty discuss and present their progress. When asked whether another round of assessment grants would be made, Delene responded yes, that funds have been sequestered for a second round of competition during the upcoming Spring semester. Wertkin reviewed meeting dates for the fall semester, and with no further business, the meeting was adjourned at 11:00 AM.

NEXT MEETING: 9:30– 11:00 AM, Friday, October 17, 2003