

UNIVERSITY ASSESSMENT STEERING COMMITTEE

Summary Note for Meeting #17: 9:30 – 11:00 AM, December 12, 2003

Members Present: Robert Wertkin (Social Work and Committee Chair), Hal Bates (Academic Advisors), Gus Breymann (EUP - Lansing Campus), Mozhdah Bruss (Family and Consumer Services), Katharine Cummings (Teaching, Learning, Leadership), Brad Dennis (University Libraries), Meg Dupuis (English/COGE), Linda LeBlanc (Psychology), Stephen Malcolm (Biological Sciences), Donald Meyer (Economics), David Reinhold (Chemistry/USC), Galen Rike (Waldo Library/AAUP), Ed Roth (Music), Vladimir Risukhin, (College of Aviation), Edmund Tsang (College of Engineering and Applied Sciences), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), **Guests:** Marianne Di Pierro (The Graduate College).

Members Absent: Toni Barnes (Upward Bound/DOSA), Patrick Benton (Aviation), Linda Delene (Academic Planning and Assessment/Provost's Office), Beth denHartigh (Disabled Student Services), Damodar Golhar (Haworth College of Business), Lonnie Hannaford (College of Education), Linda Ickes (Career and Student Employment/DOSA), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), Martha Warfield (Division of Student Affairs), Heidi Solberg-Viar (GSAC Representative), and Bill Wiener (The Graduate College).

Wertkin distributed copies of the agenda and summary notes of the November meeting. He announced that Linda Delene was unable to attend the meeting due to the Trustees meeting. Wortkin shared a note from Linda thanking Gus Breymann for his service on and to the committee since its inception. November's summary report was approved (LeBlanc/Meyer).

Brad Dennis reported on the work of the Education and Business RACT. He noted that several departments from these colleges were permitted to defer their reports until later this year. Dennis explained the process used by the RACT and provided a brief review of each report. The RACT recommended approval of the reports from Finance & Commercial Law, Management, Counseling & Counseling Psychology, and Teaching, Learning, & Leadership. The report from Marketing was recommended for approval contingent upon the improvement of several areas rated marginal by the RACT. The RACT recommended asking for a revision and resubmission of the reports from Business Information Systems and Family & Consumer Sciences. The RACT recommendations were accepted (LeBlanc/Rike).

The committee discussed several issues about the review process and the procedures for revision and resubmission of reports. Those reports accepted contingent upon specific improvements will be reviewed by the committee chair and RACT chair following improvement. Department reports recommended for revision and resubmission will be reviewed by the entire RACT. Departments in which diverse programs are offered pose a particular difficulty for the writers and the reviewers of the assessment reports. It was suggested that such departments be offered the option of submitting longer reports to the committee in order to address their diverse offerings. The committee agreed to retain both the page limit and the requirement of electronic submission to allow reports to be posted online. The committee will continue to work with department colleagues to promote the benefits of the assessment process.

Wertkin reviewed the process used to inform departments about the results of the first round of RACT recommendations. Changes to the review form were based on feedback from that first round.

The committee agreed that department reports should include timelines for assessment and that the timelines should specify the semester during which the assessment process will be evaluated by the department. January's UASC meeting will focus on the role for the committee as departments implement, evaluate, and revise their assessment processes.

Announcements:

A panel of grant recipients will be held in the small auditorium in the Fetzer Center on February 6th from 1:00-4:00.

UASC will meet on Monday mornings during spring term.

The March meeting of UASC will be moved to the 22nd because of Spring Break (The RACT will need time following break to review reports due March 1).