

UNIVERSITY ASSESSMENT STEERING COMMITTEE (Revised)

Summary Note for Meeting #18: 9:00 – 11:00 AM, January 26, 2004

Members Present: Robert Wertkin (Social Work and Committee Chair), Hal Bates (Academic Advisors), Mozhdeh Bruss (Family and Consumer Services), Katharine Cummings (Teaching, Learning, Leadership), Linda Delene (Academic Planning and Assessment/Provost's Office), Brad Dennis (University Libraries), Damodar Golhar (Haworth College of Business), Lonnie Hannaford (College of Education), Linda LeBlanc (Psychology), Stephen Malcolm (Biological Sciences), Donald Meyer (Economics), Galen Rike (Waldo Library/AAUP), Ed Roth (Music), Vladimir Risukhin, (College of Aviation), Edmund Tsang (College of Engineering and Applied Sciences), and Bill Wiener (The Graduate College).

Guests: Marianne Di Pierro (The Graduate College).

Members Absent: Toni Barnes (Upward Bound/DOSA), Patrick Benton (Aviation), Beth denHartigh (Disabled Student Services), Meg Dupuis (English/COGE), Linda Ickes (Career and Student Employment/DOSA), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), David Reinhold (Chemistry/USC), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), Martha Warfield (Division of Student Affairs), Heidi Solberg-Viar (GSAC Representative).

Wertkin called the meeting to order and asked for a motion to approve the summary notes from the meeting of December 12. Motion passed (Meyer, LeBlanc). Wertkin announced some changes to the rosters of several RACTs: Ed Roth will serve as chair of the Arts & Sciences/Fine Arts RACT. Ric Underhile will replace Gus Breymann on the same RACT. Some additional programs have surfaced and are being incorporated into the review process: Military Sciences and Integrated Supply Matrix Management will submit plans to the Education/Business RACT. The Division of Student Affairs will submit assessment plans for nine units. Wertkin distributed and reviewed the timeline for reviews. Changes were noted and will be distributed to the committee electronically.

Reminders about timelines and revisions will be sent to chairs, deans, and chairs of department assessment committees.

Delene addressed General Education assessment, noting that the senior-level tests were administered in the last two weeks. The freshman-level assessments are being analyzed and results will be distributed to COGE, Undergraduate Studies Committee, and UASC. She also indicated that a request has been sent to the Faculty Senate suggesting that COGE be charged with the assessment of general education.

The grant seminar will be held on February 6 from 1:00-4:00 in 1010 Fetzer. UASC members and those who are interested in applying for this year's grants as especially encouraged to attend. Delene noted that the grant announcement has been distributed.

Delene summarized the potential for electronic tracking of assessments. The software options will include posting the plans to the web, tracking how assessments are being used, and documenting program improvements as a result of assessment. Student interest in using the results of individual assessments was discussed. UASC will develop guidelines for departments who may wish to assist students in making use of their assessment results. The topic of electronic tracking will be added to the March UASC agenda.

Wertkin asked the committee for ideas about the role of UASC in the next phases of assessment: implementation of plans, tracking department uses of results, and monitoring the institutionalization of assessment. Annual reports from departments were suggested as a means for tracking progress of assessment. It was also suggested that departments be given clear guidelines for reporting, either in the form of questions to address or checklists to complete. It was noted that some of the monitoring activities of UASC will be embedded in any electronic tracking system. College deans are charged with overseeing assessment activities within their units and might be asked to report annually to UASC. Wertkin and Delene will develop a letter that outlines the role of UASC in on-going assessment efforts across the university. The letter will be sent to chairs and may be co-signed by college deans. To further institutionalize the role of assessment at WMU, it may be advantageous to propose UASC as a standing committee of the senate sometime in the future.

Announcements:

Grant Seminar: February 3 from 1:00-4:00 in 1010 Fetzer

Spring Meeting Dates:	February	16
	March	22
	April	19