

University Assessment Steering Committee  
Summary Note #48  
Meeting Date: September 17, 2007

Attending: Patrick Benton, chair (Aviation), Judah Ari-Gur (CEAS), Sue Brodasky (Institutional Effectiveness), Kathy Cummings (EDUC), Vincent Desroches (A&S), Marianne DiPierro (Grad College), Edward Eckel (Libraries), Eileen Evans (Institutional Effectiveness), Bruce Ferrin (HCOB), Lin Foulk (Fine Arts), Kevin Knutson (Arts & Sciences), Deb Newson (EUP), Dave Reinhold (A&S, Undergrad Studies Council), Carie Robertson (Sindecuse), Zoann Snyder (A&S), Karen Stokes (ex-officio, TracDat), Gwen Tarbox (GSC),

Absent: Bundza, Buwalda, Darrah, Ickes, LeBlanc, Newson, Parker, Unrau

Guest: Susan Stapleton, Arts & Sciences Associate Dean

Called to order 1:03 by Benton. Motion to approve summary note #47 made by Ferrin, seconded by Robertson, approved.

RACTS: Snyder reported that the RACT comments on the proposed assessment plan for mathematics were positive and provided the RACT recommendation form. Motion to approve made by Benton, seconded by Snyder, approved.

Stokes Report: Stokes reported that the new version of TracDat was installed at the end of August. As soon as the new version is formatted, all departments will be notified and scheduled for individual training. UASC will be provided an overview of all the new functionality in October. Stokes reported that she is leading training sessions for iWebfolio for new students. A grant program also will use iWebfolio to review applications.

Benton reviewed the charge for UASC to undertake an assessment of the assessment system and called for a subcommittee to oversee the assessment. The subcommittee will consist of Bruce Ferrin, Kevin Knutson, and Bob Wertkin. Pat Benton will participate as an ex-officio member. After extensive discussion, it was recommended that the subcommittee consider using a combination of data collection methods including written responses and focus groups. Stapleton was asked to recommend an additional subcommittee member from the College of Arts & Sciences. It was also suggested that the assessment focus on both the processes of assessment and the ways in which assessment can be useful. Evans noted that the subcommittee will report at each of the UASC meetings this year.

Benton discussed the dean's annual assessment reports. All of them are posted online for review by the members of UASC. Benton and Cummings will draft a guide for use in reviewing the reports. The guide will be available to UASC members within the next two weeks. UASC members should forward their reviews to Brodasky by November 1<sup>st</sup>.

Benton distributed the revised descriptions of the awards/recognition for assessment. Rubrics to use in reviewing applications will be developed. In addition, Evans will oversee the development of a workshop on publishing articles related to assessment.

DiPierro volunteered to assist. The next draft of the awards information will be shared with UASC one week prior to the October UASC meeting.

Evans distributed and discussed the Higher Learning Commission (HLC) reports from 2001 and 2005. She encouraged the UASC members to review the sections of the reports related to assessment. Evans also noted that the reports have been shared with deans and directors. The reports provide additional reinforcement for the integral role of assessment on campus. She noted that the full documents are available online.

The meeting was adjourned at 2:50 pm (Knutson/Cummings).