Minutes
Meeting of the Faculty Senate ad hoc Assessment Committee
Thursday, March 11, 2004
Academic Affairs Conference Room, FDHL 2122 3:30 p.m.

Present: Cutler, Schipporeit, Wozniak, Barton, Bishop, Powell, Van Ingen, Hodge, Damon, Jackowiak

Absent: Hoehner, Wadkins, Moore, Donner, Bohnhoff, Bicak, Lomicky,

The meeting was called to order at 3:35 by Glen Powell, committee chair.

I. Powell informed the committee that the Honors Program has submitted an assessment plan. It includes a rubric for the final paper the students write. The Plan also includes a survey of graduates and graduating students. Powell also reported that he had served as an external member of the English Department Academic Program Review earlier in the week. He noted that the department had woven assessment well into their report. The Chair of the program review noted the department used assessment the way it should be used to evaluate the program and make changes.

II. Assessment Program Proposal revisions. Powell distributed the Assessment Program Draft with the Faculty Executive Committee suggested revisions dated 2/23/04. The Committee reviewed the document and made a number of editorial suggestions. A statement regarding the need for faculty ownership of the process was recommended. The need to acknowledge the importance of assessment for strategic planning and budget issues was also noted. It was also suggested that the responsibilities of the Assessment Committee members include acting as liaison to their constituent group. There was extensive discussion about the committee make-up. Reducing the size of the committee was discussed as well as adding the Director of General Studies as a standing member. Having members represent more than one constituency might make it possible to reduce the size while representing as needed constituencies. Glen asked that members email suggestions for using “multiple hats” to get as much representation as possible. There is a need to maximize continuity as much as possible.

Other issues that need to be determined about committee make-up include: length of terms, how members of the committee that are not there as part of their job would be appointed, and meeting date. There was also discussion about attendance. If the committee were to continue to follow the Faculty Senate practice that three absences remove a member from a committee, several members of the present committee would be removed. Powell indicated that since the committee will become an administrative committee, he felt that practice should not be followed in the short time the committee remains a Faculty Senate Ad Hoc Committee. Attendance policy will have to be determined in the reorganized committee.

By the April 8 meeting, Powell hopes to have received responses from the Deans to the proposal since they wanted more time to consider it.

III. Peck Resolution. Powell presented a resolution (Attachment 1) recognizing Dr. Elizabeth Peck for her leadership of the initial ad hoc Assessment Committee at UNK and extending the appreciation of her colleagues for her efforts. Wozniak moved the adoption of the resolution. Jackowiak seconded.

IV. Pepsi Fund Initiative Funds. Powell reported that some of the Pepsi Fund initiative funds have been set aside to be used by departments for assessment. He reported that he hoped the Assessment Committee would be given a role in determining how those funds would be allocated. Members of the committee indicated their agreement with his suggestion.
IV. **Status of Assessment Web Sites.** Cutler distributed a list of the departments that have not submitted assessment plans, those that have not submitted reports and those that do not have sub-committee comments.  
*(Attachment 2)*

Meeting adjourned at 4:50 p.m.

The next meeting will be April 8, 2004.

Respectfully submitted,
Mary Ann Barton, Recording Secretary
Attachment 1 – Peck Resolution – Assessment Minutes, 3/11/04

Let it be resolved that:

Whereas Dr. Elizabeth Peck was asked to lead the initial ad hoc Assessment Committee as UNK began to prepare for the NCA accreditation process in 2004;

Whereas Dr. Peck convened, mentored and lead the committee as they educated themselves about assessment and developed a viable plan for analyzing the assessment needs of the campus;

Whereas Dr. Peck and the committee educated the university community about the expanding expectations about assessment;

Whereas under Dr. Peck's leadership the committee worked extensively with academic units to plan and carry out assessment activities;

Whereas her steadfast leadership was a necessary ingredient for expediting the change in the perception of the assessment process at UNK and bringing the assessment process forward;

Therefore, her contributions are recognized and appreciated by her colleagues.
Attachment 2 – Assessment Minutes – 3/11/04

Status of Assessment Web Site March 11, 2004:

Plans not available:
1. Art and Art History
   Graduate Art and Art History (on hold, program future uncertain)
2. Safety Center

Reports not available:
1. Graduate English
2. Honors Program
3. Music and Performing Arts
   Graduate Music
4. Philosophy
5. Political Science

Comments not available (Some require no comments.):
(Subcommittee Chairs have been notified to send them if available.)
1. Computer Science and Information Systems (the subcommittee will meet soon to comment)
2. Criminal Justice
3. Geography and Earth Science
4. Health, Physical Education, Recreation and Leisure Studies
   Graduate Health, Physical Education, Recreation and Leisure Studies
5. Graduate History
6. Management
7. Management Information Systems
8. Marketing
9. Graduate Modern Languages
10. Physics and Physical Science
11. Safety Center
12. Social Work
13. Sociology
14. Teacher Education