Minutes
Meeting of the Faculty Senate ad hoc Assessment Committee
Thursday, April 8, 2004
Warner Conference, Founders Hall 3:30 p.m.

Present: Cutler, Schipporeit, Barton, Bishop, Powell, Van Ingen, Hodge, Jackowiak, Hoehner, Wadkins, Lomicky, Butler

Absent: Moore, Donner, Bohnhoff, Bicak, Wozniak, Damon

The meeting was called to order at 3:32 by Glen Powell, committee chair.

I. Powell introduced Jeanne Butler who has begun her new position as Director of CTE and Coordinator of Assessment. She is in the Coordinator of Assessment role on this committee.

II. NCA Visit. Powell has been informed by Ken Nikels that a visit with the Assessment Director and Assessment Coordinator will be scheduled with the NCA team. Nikels has indicated that the team may also want to meet with committee members. Powell will notify committee members of the meeting time as soon as that information is available. Any members able to attend are encouraged to do so. Powell reminded the committee that a great deal has been accomplished in anticipation of the visit considering the starting point three years ago. Both the Committee and Academic Programs can take pride in their accomplishments.

III. Assessment Program Proposal. Powell distributed the revised draft of the Assessment Program document. He has not received feedback from the Deans, but Vice Chancellor Hadley has indicated his informal approval of the document. Powell reviewed the editorial changes that had been made. The last issue requiring decision pertains to committee membership. Powell distributed a document proposing specifics about committee membership. The regular meeting date and time would be 3:30 p.m. on the second Thursday of the month. Potential members would be told in advance of the meeting time to minimize conflicts. The suggested term of office would be 3 years as it began with the present ad hoc committee. An attempt would be made to rotate about 1/3 of the membership each year. Three absences would require replacement, as is Faculty Senate practice. Permanent members would include the Director of Assessment who would serve as Chair of the Committee, the Coordinator of Assessment, the Web Site manager, and the Director of General Studies (or a representative of GS Assessment). Additional members would include, 2 faculty representatives from each undergraduate college, 1 faculty representative from the Graduate College, 1 faculty representative from the Library, 1 representative from Student Government, and 1 representative from Student Life for a total of 16. Ideally the membership would include a Faculty Senator and a Department Chair, but this embedded representation would not be required. Committee members would be required to read Assessment Essentials by Polomba and Banta or a newer book selected by the committee. After discussion, Powell asked for a motion to approve the membership proposal. Hodge moved, Hoehner seconded, motion carried. Powell had to leave for another meeting and Butler took over conducting the meeting.

IV. Assessment Review process. Butler distributed a “Proposed Status of Assessment Review Process.” It suggested a schedule for coming semesters for ongoing consideration of assessment plans and reviews. Suggestions were made about the suggested timelines for submission of the reports and review plans. A new draft will be developed based on input. Cutler inquired whether there is need to keep an archive of the old plans and reports as new ones are revised and submitted. It was suggested by the committee that older versions should be archived, although not necessarily obviously available to the user. Only the newest plans and most current reports should be easily accessible on the website. Butler also distributed
an initial draft of a “Status of Assessment Reports” listing all of the departments/programs to which she had applied a rubric that placed them into levels from 1 – 6. It was clarified that the rubric was quantitative, rather than qualitative. Some concern was raised that at least a few departments/programs that had been considered quite successful earlier seemed to be placed at lower levels than departments/programs that had minimal assessment. Butler indicated she would review those reports again.

V. Role of Coordinator. Butler indicated that it would be part of her role as Coordinator of Assessment to work with departments individually. It will no longer be the role of Assessment committee members to work with individual departments.

VI. Website Development and updating. Cutler asked committee members to examine the web site over the summer to make suggestions about directions the web site might take to make it easier to use. A couple of committee members pointed out that it is not easy to find without the URL. They suggested making sure it is easier to locate using the search function on the UNK home page, or maybe having a link for it from the UNK Quick Links portion of the website.

Meeting adjourned at 4:50 p.m.

A special meeting may be called on May 13 to provide any feedback from the NCA visit.

Respectfully submitted,
Mary Ann Barton, Recording Secretary