The meeting was called to order by Director of Assessment Butler at the above time and place.

New Business:

I. Shelly Haberlan, COE Director of Computer Technology, presented information on the College of Education’s database that was established to provide COE with data necessary for NCATE and assessment. The COE database is a potential model for an on-line submittal mechanism for departmental assessment data university-wide. In recent months, Haberlan and Assistant Dean Glen Powell have reviewed and revised the database to make it more efficient and able to provide the information necessary for those two projects. Specific project goals were: Better management of measurements and linking objectives and measurements. Faculty in COE will be responsible for entering their own data in order to provide better security and more reliable data. The faculty will be educated on how to draw on the data and use it for assessment reports. For ease of use by all, documents will be converted to PDF format. Blackboard will be incorporated for content management for Report Storage. COE has formed a new NCATE Assessment Committee which includes Haberlan and a representative from every department in COE, giving all the departments a vested interest. The Committee is working with Jane Petersen in ITS and will be working closely with the Office of Assessment. The target date for having all components in place is December 2007.

II. The assessment committee will break into two subcommittees to work on 2 projects during the Spring semester. von Schrader will head a subcommittee to determine what capabilities we need for the online submittal of assessment reports, including what format we will use; necessary fields, etc., and whether commercial software is available that will suit our purposes or if UNK will have to develop our own capability.

Butler will work with the other subcommittee in identifying some possible topics for focused assessments at UNK. This is an area of assessment that is becoming more common at institutions, like UNK, who have gotten their student outcomes assessment at the departmental level in shape and are looking for other areas that impact student performance. The types of activities that become focused assessments include evaluations of student engagement, service learning activities, general studies, etc. There are certain areas on the UNK campus that impact student outcomes but are not directly related to departmental assessments. As a group, the subcommittee can identify some possible areas for a focused assessment and then determine how to set up at least one of these assessments.

Members of the Assessment Committee should decide which subcommittee they wish to serve
on, and advise Butler or von Schrader via e-mail.

Old Business:

I. Butler shared a “Status of Assessment Reports” compiled by her and by the Coordinator of Assessment, Sarah von Schrader. By the end of fall semester, 100% of Assessment Reports had been submitted. von Schrader has completed feedback meetings with all departments except those in CBT. She will be discussing assessment reports with the College of Business and Technology and program directors.

All department and program assessments are in good shape for the NCA visit if all departments/programs continue to submit the required reports in Fall 2007. The focused visit will also look at General Studies, WI, and Distance Education. The GS departmental reports are in place and the overall GS program assessment pilot will be conducted in Jan/Feb, so GS should be able to meet all requirements for NCA. Distance Education has developed their overall program assessment and will have a second year of data to show. Departmental Distance Education reports are also in place. WI is the only other program that is part of the focus visit that will not have data or assessment reports in place for the NCA review.

When North Central returns to our campus, they will want to see a major commitment to assessment. Among other things, we have done assessment training; established a student assessment committee; established an assessment office; hired a dedicated staff; and set aside a budget for assessment. For the site visit, we will be working on having a virtual exhibit room through the assessment website for team members to use.

II. For Spring 2007, the Assessment Committee will continue to meet on the second Thursday of each month at 3:30 p.m. Meetings have been scheduled for February 8, March 8, April 12, and May 10.

There being no further business to come before the Committee, meeting adjourned at 4:40 p.m. The next meeting of the Committee will be Thursday, February 9, at 3:30 p.m. in FNDH Room 2147.