Minutes of the Meeting of the Assessment Committee
Thursday, September 10, 2009 – 3:30 p.m.
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Brandon Benitz, Paul Bishop, Karin Covalt, Ron Crocker, Mary Kommers, Janet Lear, Susan Mueller, Scott Unruh and Gloria Vavricka

Absent: Wayne Briner, Kim Elliott, Jacques Hill, George Lawson, and Richard Meznarich

The meeting was called to order by Director of Assessment, Jeanne Butler, at the above time and place. Butler welcomed all members of the Assessment Committee to the first meeting of 2009-10. Since several members were attending their first meeting, all members were asked to identify themselves and what areas they represented. The committee for AY 2009-10 is as follows:

Office of Assessment : Jeanne Butler, Chair
College of Business & Richard Meznarich, Industrial Tech
Technology: Janet Lear, Economics
College of Education: Paul Bishop, HPERLS
Mary Kommers, Comm Disorders
College of Fine Arts & Ron Crocker, Music & Performing Arts
Humanities: George Lawson, Communications
College of Natural & Jacques Hill, Biology
Social Sciences: Wayne Briner, Psychology
Faculty Senate: Scott Unruh, HPERLS
E-campus: Gloria Vavricka, Director
Library: Susan Mueller, Collection Services
Student Affairs: Brandon Benitz, Asst to SA Dean
Web Manager: Kim Elliott
Assessment Assistant: Karin Covalt

Old Business:

I. Implementation of Curriculum Mapping Pilot Project
Butler discussed the two Curriculum Mapping workshops held May 14-15 and August 17-18, with a total participation of 17 individuals, representing all four colleges. Participants received two books, Writing Instructional Objectives for Teaching and Assessment by Norman E. Gronlund and Introduction to Rubrics by Dannelle D. Stevens and Antonia J. Levi, as references in their personal libraries. WEAVEonline allowed us special access to their Curriculum Mapping testing site for the workshop so that participants could see what would be available soon. There was time during the workshop for participants to begin working on departmental assessment revisions and development of new rubrics and learning outcomes. Additional training on curriculum mapping and rubrics will be given this academic year.

II. Full-time Director of Assessment as of August 1, 2009
As of August 1, Butler became Director of Assessment on a full-time basis. There is a need next year for an Assessment Coordinator so someone would be in place in the Assessment Office prior to Butler’s retirement in 2011.
New Business:

I. Assessment for General Studies
Common assessments and common rubrics will be the focus of information sessions and training this academic year. GS assessment will require all GS classes to be mapped to General Studies learning outcomes. Butler will be holding rubric writing sessions and curriculum mapping sessions to teach departments how to do these things for the GS assessment. Common rubrics from the AAC&U VALUE project will be used whenever possible since these have been piloted and validated across institutions in the US. Common assessment items will also be developed to be used across all GS courses within given areas.

II. Reading assessment reports and giving feedback
   a. Departmental assessment reports for those departments not involved in developing GS courses are due October 1, 2009.
   b. Departments involved in developing GS courses have been given a deadline extension to November 1, 2009, for filing their assessment reports.

III. On-line training for WEAVEonline
   WEBINAR LINK: http://www.weaveonline.com/webinarsMembers.asp
   PASSWORD: WEAVE4U!
   There have been two webinars recently given on general use of WEAVEonline and two webinars on curriculum mapping. Butler will be conducting a WEAVE webinar on Answering Administrator’s questions with WEAVEonline on September 15, and will give the same presentation at the annual IUPUI Assessment Conference in Indianapolis in October 2009. Committee members were encouraged to view the presentation when it is put online. Jeanne will also present to UNK administrators on how they can use WEAVEonline to provide information for strategic planning and decision making.

IV. Changes in WEAVEonline training
   WEAVEonline has revamped the “Help” tool into a very effective instrument, easy to use and understand. Butler has used the tool several times recently with good results. Due to the lack of Assessment Office personnel to provide assistance to people using WEAVEonline on campus, she advised that the first question that will be asked of departments calling for help, will be “Have you utilized the new “help” function of WEAVE?” If they have not, callers will be encouraged to do so first.

V. Other
   NONE

There being no further business to come before the Committee, meeting adjourned at 4:07 p.m. The next meeting of the Committee will be Thursday, October 8, in FNDH 2147.