Minutes of the Meeting of the Assessment Committee  
Monday, April 4, 2011 – 3:30 p.m.  
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Paul Bishop, Karin Covalt, Chris Jochum, Mary Kommers, Janet Lear, Richard Meznarich, Scott Unruh and Doug Waterfield

Absent: Wayne Briner, Tobi DeLong-Hamilton, Susan Mueller and Cindy Shultz,

The meeting was called to order by Director of Assessment, Jeanne Butler, at the above time and place.
I. **Portal Course Student Survey.**

The Portal Course student survey was distributed to committee members. Butler explained that some of the items in this survey are comparable to the survey sent to faculty members upon the completion of their teaching portal courses. The survey was designed to get students’ perceptions of the portal courses they took. Each semester the survey will be given, and eventually will be expanded to other General Studies courses. The survey will be the final piece of assessment in portal courses in addition to the actual direct measure and the faculty survey.

GS Director Snider shared some spreadsheets with the Office of Assessment on portal enrollments by college and the implementation of TaskStream as required by GS. Overall, 71% of students taking portal courses did complete, upload and have their assignments graded in TaskStream, however faculty participation/use of TaskStream varied. It appears that some faculty did not know how to use TaskStream despite the training. This will be addressed, since all faculty teaching in the new GS program are required to use TaskStream.

Portal courses were initiated in fall 2010. Capstones and Democracy courses were scheduled to begin in spring 2011. For fall and spring, faculty of portal courses had to tell students to buy and use TaskStream. Starting in summer 2011, prospective students will be told at Summer Advising and Enrollment and at summer and fall orientations that they are required to purchase a 4-year license for TaskStream. GS faculty will then need to ensure that the students upload the appropriate assignments to TaskStream for GS assessment.

II. **Incentives for use of TaskStream in General Studies.**

The Office of Assessment provided incentives in the amount of $500 to faculty who are teaching portal courses and used TaskStream appropriately in the fall. Requirements include having 90% of students using TaskStream and faculty using TaskStream in the appropriate manner for assessment purposes. This incentive will continue as long as funds are available.
III. **CAAP Results for Freshmen.**

GS Director Snider has received the results of the CAAP Critical Thinking and Writing exams that were given to freshmen in fall 2010. The data is being entered into SPSS and should be available fall 2011. The CAAP test results for seniors will be shared with the Senior Vice Chancellor and the Assessment Committee as they become available.

IV. **CAAP to Assess General Studies Math Courses.**

The UNK Department of Mathematics and Statistics has not wanted to participate in the assessment process set out for GS math courses. As a result, the alternative of using the ACT CAAP mathematics test has been recommended. The GS Director and the current Math department chair have approved using the standardized math test for assessment purposes. This test will allow our students to be compared nationwide with other students. However, the entire math department has not agreed to this process for GS assessment. If this is not approved, then the alternative is that each faculty member teaching a GS math course will have to collect and report common assessment data for the students in their classes.

V. **Status of Curriculum Mapping.**

The Office of Assessment has held Curriculum Mapping training for the last two summers. After this summer, only Mathematics, English, Computer Science and Philosophy will not have participated. GS will begin mapping courses as they are offered in the catalog.

There being no further business to come before the Committee, meeting adjourned at 4:20 p.m. The next meeting of the Committee will be in September 2011.