DRAFT - Minutes of the Meeting of the Assessment Committee
Monday, September 13, 2010 – 3:30 p.m.
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Wayne Briner, Karin Covalt, Ron Crocker, Mary Kommers, Janet Lear, Richard Meznarich, and Scott Unruh

Absent: Paul Bishop, George Lawson and Susan Mueller

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 2010-11. The committee for AY 2010-11 is as follows:

Office of Assessment: Jeanne Butler, Chair
College of Business & Technology: Richard Meznarich, Industrial Tech
College of Education: Janet Lear, Economics
Paul Bishop, HPERLS
Mary Kommers, Comm Disorders
College of Fine Arts & Humanities: Ron Crocker, Music & Performing Arts
George Lawson, Communications
College of Natural & Social Sciences: Wayne Briner, Psychology
Tobi DeLong Hamilton
Faculty Senate: Scott Unruh, HPERLS
Library: Susan Mueller, Collection Services
Student Affairs: Keri Pearson, Academic Success
Web Manager: Kim Elliott
Assessment Assistant: Karin Covalt

Old Business:

I. NONE

New Business:

I. Status Report on General Studies Assessment.
Butler distributed a handout on the “Status of GS Assessment Implementation,” showing the time-line for implementation of General Studies assessment beginning with the portal courses this fall. Faculty can use any of the six assessment assignments approved by the GS Council and will use the common AAC&U-based rubric to evaluate those assignments. Thirty portal courses for Fall 2010 have about 680 students. Approximately twenty portal courses are scheduled for Spring 2011. Assessment assignments will be given during the last month of class and students will upload their assignments into TaskStream, the new e-portfolio system. Faculty will then grade the assignments in TaskStream using the appropriate AAC&U rubrics.

Assessment of General Studies courses will be expanded in Spring 2011 to include Democracy courses and Capstone courses. Fall 2011 will see assessment implemented in distribution courses and in foundation courses. The model for assessment of distribution courses similar to that used in the portal courses, but common assignments will be different and a common rubric will need to be identified. Foundation course assessment will differ for English, speech and mathematics. By Spring 2012, the GA
assessment process will have been implemented in all GS courses at UNK and all
students will have a record of their GS progress in TaskStream.

II. TaskStream Implementation.
Students will purchase a 4-year license to Task Stream for use in their General Studies
courses, so there is no cost to university. Students in the College of Education are
already required to do so to meet requirements of their major. Task Stream will provide
all support for the application for both students and faculty. On Wednesday, September
15, Ben Coulter of TaskStream will be on campus for an entire day of presentations on
the use of e-portfolios and of TaskSTream for portfolio faculty.

Committee members received a copy of the new AAC&U publication, Electronic Portfolios
and Student Success, Effectiveness, Efficiency, and Learning.

III. Administration of CAAP.
UNK gave the critical thinking and essay parts of this standardized test three years ago
and it will continue to be a part of the data collection for GS Assessment. Freshmen will
be given the CAAP in portal courses sometime in November 2010. Dr. Daren Snider will
oversee the freshmen exams. CAAP will be administered to seniors in spring 2011 and
students will be provided a cash incentive to take the 1-hour exam. Dr. Butler will oversee
the administration of the senior exams.

IV. Coordinator of Assessment Search.
Information relative to an internal search for a Coordinator of Assessment was submitted
last month to the office of the SVCASA. A search will be conducted either this fall or in
the spring. The decision of when the search will begin will be determined by Dr. Bicak.
Butler is hopeful that the coordinator could start next semester. It would be helpful for a
new coordinator to work with her for one entire academic year, since assessment duties
in the fall vary greatly from the work done in assessment in the spring of the academic
year.

V. Assessment Conference Attendance.
A handout on assessment conferences for the 2010-11 academic year was distributed to
members of the committee. Butler reminded the committee that the Office of Assessment
has funds available for travel to assessment conferences for anyone on the committee
wishing to attend. The application forms are on-line. She highlighted the October IUPUI
conference in Indianapolis, which is the premier assessment conference; the January
AAC&U conference in San Francisco; and the March NASPA conference in Philadelphia.

VI. Other
NONE

There being no further business to come before the Committee, meeting adjourned at 4:27
p.m. The next meeting of the Committee will be Monday, October 4, in FNDH 2147.