Minutes of the Meeting of the Assessment Committee  
Monday, September 10, 2012 – 3:30 p.m.  
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Karin Covalt, Angela Hollman, Mary Kommers, Janet Lear, Anita Lorentzen, Doug Waterfield, and Bill Wozniak

Absent: Chris Jochum, Susan Mueller, Scott Unruh

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 2012-13. The committee for AY 2011-12 is as follows:

- Office of Assessment: Jeanne Butler, Chair
- College of Business & Technology: Angela Hollman, Industrial Technology
  - Janet Lear, Economics
- College of Education: Scott Unruh, HPERLS
  - Mary Kommers, Comm Disorders
- College of Fine Arts & Humanities: Doug Waterfield, Art & Art History
  - Chris Jochum, Modern Languages
- College of Natural & Social Sciences: Bill Wozniak, Psychology
  - Need new representative
- Faculty Senate: Anita Lorentzen, Psychology
- Library: Susan Mueller, Collection Services
- Web Manager: Kim Elliott
- Assessment Assistant: Karin Covalt

Old Business:

I. NONE

New Business:

I. Search for Assessment Director position. Dr. Butler, Assessment Director, will retire December 31, 2012, so her replacement should be in place January 1, 2013. Butler has provided names to SrVC Bicak for possible candidates. At this time, Dr. Bicak is considering his options, so no search has been initiated. If a search is conducted, the assessment committee would probably serve as the search committee for the position.

II. 2013 Accreditation Visit.
The UNK self-study is due to the Higher Learning Commission in June 2013, with the site visit in November 2013. Dr. Kenya Taylor is the lead for planning and preparation for the UNK accreditation visit. Committee heads have been appointed and requests have gone out for members of the various committees who will write the sections, but no committees have been formed and no writing has begun at this time.

III. NSSE 2012 Pilot results.
The results of the NSSE 2012 Pilot Program, including student comments, are now on the UNK Assessment website. UNK has done surveys starting in 2002 with the most recent in 2007 and 2010. Results for all surveys are on the Assessment website. 2013 is
the next regularly scheduled NSSE survey for UNK that is required by Lincoln for all campuses and also required for the VSA.

IV. **WEAVEonline Accreditation Module for HLC available in Spring 2013.**
Butler advised that in Spring 2013, WEAVEonline will have an accreditation model for institutions accredited under the Higher Learning Commission. They already have such a model available for institutions that are accredited by SACS. This will allow for preparation of all the HLC accreditation information for assessment to be developed and delivered in WEAVEonline.

IV. **Meeting with New UNK Department Chairs and Directors.**
Butler has begun setting up appointments with new department chairs and report preparers to ensure that they are up to speed on the assessment data collections that are done in their departments and programs.

Each college has a designated “Assessment mentor”: Scott Unruh in COE; Janet Lear in CBT; Julie Campbell in NSS; and Chis Jochum in FAH. These faculty members are available to assist their college colleagues with assessment questions and preparing reports.

V. **Terms of Members.**
The terms of several members will expire in 2012, namely, Mary Kommers, Janet Lear, Susan Mueller, and Scott Unruh. Kommers, Lear, and Unruh have agreed to serve another term on the Assessment Committee, making their new terms end in 2015.

VI. **Issues in Assessment**
Departmental assessment is in order for the upcoming accreditation visit. To meet requirements related to “closing the loop”, Butler has changed item 6 on the Assessment Summary questions to: What are 2-3 specific changes you have made to your program based on the results of your assessment. The only issues that may arise related to departmental assessment would be if no one is selected to fill the Director of Assessment position by January 2013. The other issues are related to GS assessment. Currently only 5 of the 6 overall GS learning outcomes are being assessed. Outcome 6 related to Global Perspective has not been assessed and no data collected up to this point. On the current schedule released by the GS Director, data will not be collected and available until spring 2013 or fall 2013. In either case it will not be available and reported for the accreditation visit, meaning only 5 of the 6 overall outcomes for GS are being assessed. In addition, no assessment is in place for any distribution courses and the process to identify how this will be done will only begin this fall or next spring semester. This could be an issue in the accreditation, since distribution courses were all assessed and data reported for the old GS program and distribution courses make up at least 50% of the GS courses. It is unlikely that HLC will approve not assessing over half the GS courses.

VII. **Other.**
There being no further business to come before the Committee, meeting adjourned at 4:02 p.m. The next scheduled meeting of the Committee will be on October 1, 2012, if there is any further action on the hiring of a new Assessment Director. If no action has occurred, the next meeting will be on November 5, 2012. The final meeting of the semester will be on December 3.