Minutes of the Meeting of the Assessment Committee  
Monday, November 5, 2012 – 3:30 p.m.  
Academic Affairs Conference Room, Founder’s Hall 2147

Present: Chair Jeanne Butler, Karin Covalt, Angela Hollman, Chris Jochum, Mary Kommers, Janet Lear, Anita Lorentzen, Susan Mueller, Scott Unruh, Doug Waterfield, and Bill Wozniak

Absent: None

Old Business:

I. Search for Assessment Director Position.
   Butler advised the Assessment Committee that the search committee for the position of Assessment Director has been formed. Members are as follows: Chair Daren Snider, Mary Kommers, Ken Trantham, Debbie Bridges, and Kim Elliott. The committee is to meet with Cheryl Bressington on Wednesday, November 14, for instructions. SVCASA hopes to have someone hired for the position by early December.

New Business:

   Butler clarified that there have been questions about the WI requirement for assessment. Each department and program is still required to have a writing learning outcome and provide assessment data on writing in their WEAVE assessment reporting. She then distributed a handout showing the status of departmental assessment. The majority of reports have been submitted, checked, and approved, with the exception of a few who have provided a later date for submission of their reports to be no later than Dec. 1st. The only department/program not responding to Dr. Butler and providing a specific date for late submittal of their assessment report is General Studies.

   Butler shared an 8-page chart of Office of Assessment Activities to Comply with HLC 2004-2008. (Attached hereto and by reference made a part hereof.) All academic departments are in compliance with accreditation suggestions and requirements for assessment. The only requirements that have not been met from the 2008 HLC focused visit are in the area of General Studies Common Assessment Methods and Instruments wherein “No common assessment methods or instruments have been developed for distribution courses in 2012.” Also, Learning Outcome 6-- Global Perspective-- for the General Studies program has not been assessed in 2012.

   Jochum said that he had been contacted by GS Director Snider to be on a committee for FAH GS distribution courses to help create common measures.

III. Assessment Director College Meetings.
   Butler has met with Faculty Senate and the Chairs of the Colleges of FAH, CBT, COE
and NSS to update them on assessment reports and departmental procedures. She answered questions about the process and has explained that departmental assessment is in order and ready for the accreditation visit which is scheduled for November 2013. The UNK self-study is due in June 2013. The only area of concern is GS Distribution assessment and assessment of LO 6.

IV. NSSE 2013 Survey of UNK Students. Survey goes out to freshmen students and graduating seniors in February 2013. Only seniors graduating in May will be asked to respond. Colleges can use this for their data collection for assessment, majors, etc. Lear suggested that the Business class for freshmen (two classes of 70 each) could be asked to participate.

Other.

I. Funding and Stipends given to Faculty by Office of Assessment. Three NSS faculty, namely, Kim Carlson, Ken Trantham, and Scott Darveau, attended the AAC&U STEM conference in Kansas City this week to learn more about development of STEM assessment.

Faculty funding has also been provided to departments and faculty who develop a process for using TaskStream e-portfolios for assessment in their departments. The Office of Assessment has also provided funding to Departments and faculty who participated in Curriculum Mapping. Faculty teaching portal courses who have achieved 90% participation by their students in assessment using TaskStream also receive a stipend the first time they achieve this in their Portal classes.

Dr. Butler has recommended to the SVCASA that faculty funding for assessment work was suggested by the HLC evaluator in 2008 and should continue under the new Director of Assessment.

There being no further business to come before the Committee, meeting adjourned at 4:25 p.m. Information on the next scheduled meeting of the Committee on December 3 will be forthcoming.