Minutes of the Meeting of the Assessment Committee  
Thursday, September 12, 2013 – 3:30 p.m.  
Sandhills Room, Nebraskan Student Union

Present: Chair Beth Hinga, Stephanie Baer, Kurt Borchard, Julie Campbell, Karin Covalt, Chandra Daffer, Tony Earls, Angela Hollman, Rochelle Krueger, Janet Lear, Linda Lilienthal, Anita Lorentzen, Grace Mims, Scott Unruh, and Ron Wirtz

Absent: Peggy Abels, Chris Jochum and Casey Schoenebeck

Old Business:

NONE

New Business:

I. Change of Due date for Annuals Reports in WEAVE for 2012-13. A new due date for annual department reports in WEAVE has been established. That date is October 31, rather than October 1. The additional 30 days will give departments time to settle into the semester before addressing the annual reports.

II. Demonstration of Assessment System using Blackboard and Qualtrics by Jan Lear. Dr. Lear gave a demonstration of the assessment practices followed by the areas of Marketing, MIS, Economics, and Accounting & Finance. The assessment is done in Blackboard and Qualtrics, both of which are already available to all faculty, requiring no additional cost to UNK. Lear and Susan Jensen created a group on Blackboard and they manage it. Faculty in the above-mentioned departments that have responsibility for the reports, along with staff that input data have access. Outside reviewers are used by B&T, so set up is different than if in-house reviewers were used. MGMT 493 was chosen to have a writing assessment assessed. Twenty-five per cent of the assignment are randomly chosen for assessment; files are uploaded along with the rubric. Assessors are given a Qualtrics link which is the rubric. Questions on the survey include what is the number of total assignments assessed and what is the mean? A comments area is also provided. Two people assess each paper. Data include individual scores. Qualtrics handled 500 surveys with no /o problems in a recent research project. Who would compile the General Studies data from that survey? It will be Dr. Hinga as Director of Assessment.

III. NSSE Results.
The NSSE results are back. Hinga plans to meet with the Senior Vice Chancellor and his Associate Vice Chancellor next week about a schedule for presentations to the deans, department chairs, Faculty Senate, and the campus at large.

IV. Update of General Studies Assessment Plan.

a. Schedule for assessment of General Studies courses
Assessment of General Studies classes will be done on a three-year schedule. (See below). A sampling of 25% of students in the classes will be done this year.

b. Plan for assessing programs this semester
Year 1 will assess Speech 100 (oral communication) and English 102 (written communication).

c. Discuss – assessing Portal, Distribution and Capstone courses
Year 2 we will assess a Distribution course and Math 102 (College Algebra). Year 3 will assess Capstone and Democracy classes.

V. Discussion – need for training sessions for faculty/assessment coordinators
   a. WEAVE – Consensus was that tutorials for refreshers was preferred.
   b. Writing Annual report – After discussion, the consensus was that tutorials for refreshers work best.
   c. Assessment process – It was agreed that the Boot Camp held last month was very helpful; Several members of the committee felt it might be more helpful if training was done in the departments or colleges.
   d. Timing – Early in September would be good, since reports are to be completed by October 31.

There being no further business to come before the Committee, the meeting adjourned at 4:45 p.m. The next meeting of the Committee will be scheduled in the near future.