University Assessment Committee  
Approved Minutes  
September 3, 2010  


Excused: Lea Acord, Kyuil Kim  

The meeting was called to order at 9:08 a.m. by Gary Meyer. Meyer welcomed the members, and all the present members introduced themselves. Jean Zanoni offered a reflection.  

Approval of minutes  
The minutes of the May 7, 2010 meeting were approved with the exclusion of the sentence “The minutes from the March 19 meeting will be approved at the September meeting.” The reason for the exclusion is that the minutes of the March 19 meeting do not exist.  

Announcements and Information Items  
Meyer distributed the “Statutes of the university academic senate.” A brief discussion followed regarding the involvement of the graduate student in the committee. Meyer emphasized the importance of the graduate student’s representation. A request will be made to the Graduate Student Organization to send a representative as required by the statutes.  

Meyer thanked his predecessor Peggy Bloom for her hard work and initiatives. Meyer pointed out that his role will be to build on the initiatives started by Bloom.  

Meyer discussed the progress on the Professional Development Workshop to be held on September 17, 2010 in room AMU 157. He pointed out that 28 people have already signed up for the workshop which is higher than expected. Registration due date of September 1, 2010 was briefly discussed, and it was decided that if a request is made for a new registration, it will not be turned down subject to the availability of space.  

Plan for the Assessment Peer Workshop was discussed. Recommendation of November 12, 2010 for a possible date and Mashuda Hall for a possible place was made. Meyer, Bardwell, Halula, Dooley, Lephardt, Hammer, Levy, Sutkiewicz, and Wolburg participated in the discussion about the importance and planning of the workshop. A broad sentiment was that the workshop should focus on how to learn from each other rather than training. Shortening the training period was proposed, and involvement of all departments was emphasized.  

Meyer distributed a brochure of 2010 Assessment Institute for a workshop to be held in Indianapolis on October 24-26, 2010. Meyer invited members of the committee to go to the workshop and proposed to fund 4-5 participants.
The meeting ended with a lengthy discussion on the goals and responsibilities of the committee for the upcoming year. Meyer, Bardwell, Halula, Dooley, Lephardt, Hammer, Levy, Sutkiewicz, and Wolburg participated in the discussion. Past difficulties of the assessment process were discussed. General sense of the discussion was that there is a need to build the culture of assessment within the university. Lephardt pointed out that we should take a new approach, and seek advice from the new president before formally structuring a new process. Dooley and Halula mentioned that the directions from the deans will also be helpful. Meyer suggested that currently deans are not too involved in the process, and he will make an effort to talk to the deans about the process. Dooly emphasized that the involvement of all departments is essential. Bardwell and Meyer mentioned that the assessment process should be simplified and different standard of assessments should be integrated to have one unified standard within the university. Lephardt said that setting a benchmark is a good idea, and having different assessment methods may be appropriate. Sutkiewicz and Bardwell suggested that we should also get input from each department and ask each department to designate an expert assessor. At the end of the discussion, the motion, “The committee spends this year to discuss and reflect on the assessment process and the role of the committee” was proposed and it was passed unanimously.

The meeting was adjourned at 10:25 am.

Respectfully submitted,
Naveen Bansal