

# UNIVERSITY OF NORTH DAKOTA

**Committee Name:** University Assessment Committee

**Meeting Date:** September 2, 2021

**Time/Place:** 11:00 am – 12:00 pm

## MINUTES

**Voting Members Present:** Sarah Sletten, Steven Light, Donna Pearson, Amber Johnson, Brad Myers, Soizik Laguette, Frank Bowman, Karyn Plumm, Tim Burrows, Laura Look

**Non-voting Members Present:**

**Recorder:** Amber Johnson

AGENDA ITEM	DISCUSSION AND ACTION TAKEN
Call to Order	University Assessment Co-Chair, Amber Johnson, called the meeting to order at 11:00 am. 10 of 12 Voting members present – quorum met
Introductions	University Assessment members introduced themselves.
Announcements	None
Additions to the Agenda	Amber Johnson <ul style="list-style-type: none"><li>- Blackboard Site</li><li>- Review Assignment Table</li><li>- Meeting day and time</li></ul> Tim Burrows <ul style="list-style-type: none"><li>- Co-chairs for 2022-2023 academic year</li></ul>
Approval of Minutes	Minutes from April 28, 2021, were reviewed. Soizik Laguette motioned to approve the minutes as presented. Sarah Sletten seconded the motion. Approved 7. Abstentions 3. Motion carried.
Standing Items	Reviews to be reconciled – None

## UNIVERSITY OF NORTH DAKOTA

### Old Business

Tim Burrows:

#### Student Affairs Proposal Change

- Tim proposed adding a second representative for Student Affairs or a representative from Academic Affairs to the UAC membership.

#### Charge of the UAC – Review and Update

- The charge of the UAC needs to be reviewed and updated.
- Please read the charge of the UAC.
- Questions to consider:
  - o Students – Often, student members are not appointed to the UAC, and when they are, they often do not participate.
  - o Should students be included in the review process?
  - o Would students’ participate more if they attended meetings but were not involved in the review process?
  - o Do the delegated students have enough training/education in assessment and evaluation to provide effective feedback to the programs?
  - o How do we best serve the University?
    - Should Tim Burrows complete all of the reviews?
    - Should the UAC focus on updating rubrics, committee charge, and providing training for assessment and evaluation?
  - o How does the UAC manage a situation when a faculty member does not complete their reviews?

#### Assessment Rubric

- The rubric needs revisions to be more user-friendly.
- Brad Myers
  - o Is there an integrated system for assessment? Many programs have several entities that require the same information but want it presented in a different format. It would be beneficial for those in charge of the reports to enter the information into one system.

## UNIVERSITY OF NORTH DAKOTA

	<ul style="list-style-type: none"><li>- Donna Pearson<ul style="list-style-type: none"><li>o Email her ideas, in a document, to Amber Johnson. Amber will post the document in Microsoft Teams and in an email to UAC members</li></ul></li></ul>
New Business	<p>Amber Johnson:</p> <p><u>Blackboard Site</u></p> <ul style="list-style-type: none"><li>- Each member should have access to the UAC under 'My Communities.' If you do not have access, please email Amber.</li></ul> <p><u>UAC Meeting Day and Time</u></p> <ul style="list-style-type: none"><li>- Amber will email a Doodle to determine when the next two meetings will be.<ul style="list-style-type: none"><li>o Steven Light<ul style="list-style-type: none"><li>▪ Could we have a norming session regarding the rubric?</li></ul></li><li>o Tim Burrows<ul style="list-style-type: none"><li>▪ Having a norming session is a good idea.</li></ul></li></ul></li></ul> <p><u>Co-Chairs for Academic Year 2022-2023</u></p> <ul style="list-style-type: none"><li>- Tabled</li></ul> <p><u>Responsibilities of the UAC</u></p> <ul style="list-style-type: none"><li>- Please review the UAC responsibilities</li></ul> <p>Tim Burrows:</p> <p><u>Review Process</u></p> <ul style="list-style-type: none"><li>- Reports are due October 15, 2021.</li><li>- Provided a brief introduction to Taskstream</li><li>- More detail will be provided during an upcoming meeting<ul style="list-style-type: none"><li>o Soizik Laguette<ul style="list-style-type: none"><li>▪ Last year, in the interest of time, each team of 2 reviewers completed their reviews. Tim, Amber, and Deb met and went through each review to determine if the reviewers agreed or if</li></ul></li></ul></li></ul>

## UNIVERSITY OF NORTH DAKOTA

	there were discrepancies. If there was an agreement, Tim, Amber, and Deb reconciled the reviews. If there were discrepancies, they brought the review back to the committee for discussion and reconciliation. I propose doing that again.
Tabled Items	Co-Chairs for Academic Year 2022-2023
Meeting Adjourned	Soizik Laguette moved to adjourn the meeting. Frank Bowman seconded. Meeting adjourned at 2:00 pm.