

## University Assessment Committee

Minutes from the meeting Wednesday, October 2, 2019, 3:00pm – 4:00pm

**Present:** Tim Burrows, Admir Ekic, Amber Johnson, Karina Knutson, Laura Look, Leslie Martin, Douglas Munski, Seong-Hyun Nam, Deborah Worley, Djedje-Kossu Zahui

**Absent:** Amanda Moske, Karyn Plumm

- A meeting of the University Assessment Committee (UAC) was convened on Wednesday, October 2, 2019; Leslie Martin chaired the meeting.
- **Introduce new member**  
Admir Ekic, Undergraduate Psychology Student
- **Minutes for the September 3<sup>rd</sup> and 18<sup>th</sup> meetings approved.**
- **Review and approve annual UAC report**  
Each year the UAC has to submit a report of what the committee accomplished during the previous year to University Senate. Deborah Worley wrote the report for AY18-19. Deborah addressed the six areas of the charge in the report, and included what the committee did to address each point. There is a copy of annual report on Blackboard for your review. Tim Burrows moved to approve the UAC report. Karina Knutson second, and the motion carried unanimously.
- **Review and approve University Assessment Plan (emailed out on 9/19)**  
The committee briefly discussed the changes made to the University Assessment Plan. Leslie Martin moved to approve the changes made to the University Assessment Plan. Tim Burrows second, and the motion carried unanimously.
- **Group Review- Technology program**  
Tim Burrows led a demonstration on how to fill out the program review template. First you must review the Departmental Assessment Plan for the program you are reviewing—this can be found on the UND Assessment website. Tim Burrows noted that a separate program review form needs to be filled out for each program you are reviewing. The learning outcomes should be separated by department. They need to have separate outcomes to justify why there is more than one degree type. Tim also noted that the goals should be about student learning rather than departmental goals.

- **Review Team Assignments**

Leslie Martin and Deborah Worley are doing some fine tuning to the team assignments. The list should be finalized by the October 16 meeting.

- **Other matters worth discussing**

The deadline for submitting reports is Oct 15, the day before the next UAC meeting. The committee may go over some of the reports during the next meeting. Zahui suggested cancelling a meeting if there is not enough on the agenda to make it a good use of everyone's time. The committee decided that if there isn't a lot to go over, meetings may be delivered electronically for everyone's convenience.

***Next Meeting October 16, 2019 from 3:00-4:00pm in O'Kelly 323. Minutes recorded by Kennedy Fenster.***