

UNIVERSITY OF NORTH DAKOTA
University Assessment Committee

Committee Name: University Assessment Committee

Meeting Date: Thursday, October 1, 2020

Time/Place: 1:00 pm to 2:00 pm - Zoom

MINUTES

Voting Members Present: Seong-Hyun Nam, Deborah Worley, Amber Johnson, Kirsten Dauphinais, Soizek Laguette, Sherrie Fleshman, Frank Bowman, Tim Burrows, Laura Look

Non-voting Members Present: Amanda Moske

Recorder: Amber Johnson

AGENDA ITEM	DISCUSSION AND ACTION TAKEN
Call to Order	The meeting was called to order by University Assessment Co-Chair, Amber Johnson, at 1:05 pm. 9 of 13 Voting Members present – quorum met; 2/3 majority met
Announcements	None
Additions to the Agenda	None
Approval of Minutes	Minutes from September 16, 2020 were reviewed. Deborah Worley moved to approve the minutes as presented. Sherrie Fleshman seconded. Approved 9
Assessment Plans Groups for review	Amber Johnson: <ul style="list-style-type: none">• Review teams for program assessment were reviewed.• Faculty should not evaluate their own program or any program that poses a conflict of interest. Revisions were made to the document as one faculty member was assigned to review their own program.• The review team document is located in Blackboard → University Assessment Committee → 2020-21 → Review Teams.
Taskstream Training	Deborah Worley & Tim Burrows:

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	<ul style="list-style-type: none"> • Login to Taskstream • Home page → Items requiring review → select academic program workspace, non academic workspace or both → continue. The programs who have submitted their plans will be listed. Click on the review for the program that you are reviewing. • Click on review work → the department chair should be listed → select complete or incomplete → select send back for revision or record as my final score → submit review now. • On the home menu, click on review for the program → review work → mission statement → to score the categories, click on the appropriate box or use the drop down menu under score. It is important to add comments. Let the program know what they are doing well, and how they could improve. → click on meets requirements or does not meet requirements. → send back for revision or record as my final score → submit review now. • On the home menu, click on review for the program → Finding per measure → Looking only at the outcome/goal, decide if it is articulated well in regards to student learning. Does the measures accurately reflect how they will measure the outcome/goal? Are findings per measure clearly stated? Overall reflection, did the program close the loop based on their findings? → score each category (remember to include comments) → meets requirements or does not meet requirements → send back for revision or record as my final score → submit review now. • The student members do not have access to Taskstream. If you have a student in your group, please reach out to them and determine what will be best for everyone to have them included in the process. For example, schedule a Zoom meeting with the student so they are able to view the programs and assessment rubric. It is important to have student input in the process. • Deb and Amber will complete a review, before the next meeting, so the committee can see what a completed review looks like.
Student Affairs Proposal Change	Tim Burrows: Tabled until spring 2021.

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Medical School Representative	<ul style="list-style-type: none">• Amanda Moske volunteered to reach out to the Medical School for a representative.
Questions/Comments from Committee Members	None
Meeting Adjourned	Sherrie Fleshman motioned to adjourn meeting. Tim Burrows seconded. Motion carried. Meeting adjourned at 1:59 pm.