

UNIVERSITY OF NORTH DAKOTA
University Assessment Committee

Committee Name: University Assessment Committee

Meeting Date: Thursday, October 8, 2020

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

MINUTES

Voting Members Present: Seong-Hyun Nam, Amber Johnson, Kirsten Dauphinais, Soizek Laguette, Frank Bowman, Tim Burrows, Laura Look, Alex Pokornowski

Non-voting Members Present: Amanda Moske

Recorder: Amber Johnson

AGENDA ITEM	DISCUSSION AND ACTION TAKEN
Call to Order	University Assessment Co-Chair, Amber Johnson, called the meeting to order at 1:02 pm. 8 of 13 Voting Members present – quorum not met
Announcements	Tim Burrows: <ul style="list-style-type: none">• The Higher Learning Commission (HLC) Executive Committee is looking for volunteers to help prepare the primary accreditation document.• Time requirements for the project are estimated at between 50 to 80 hours a year. As the project gets closer to completion, more time will be required.• There might be additional compensation offered for the increased hours during the completion process.
Additions to the Agenda	None
Approval of Minutes	Approval of the minutes from October 1, 2020 tabled until the October 22, 2020 meeting. Quorum not met.

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Assessment Plans for Review	<p>Amber Johnson:</p> <ul style="list-style-type: none"> • None
Example of Assessment Review	<p>Tim Burrows & Amber Johnson:</p> <ul style="list-style-type: none"> • Once the reviews are submitted Tim, Deb, and Amber will be able to select the program for reconciliation. • Tim reviewed the reconciliation process. • Groups should have access to the outcomes assessed for the programs 2019-2020 academic year. • Each reviewer (except the student reviewers) will need to submit a review. A total of two reviews must be submitted.
Assessment Review Teams	<p>Tim Burrows & Amber Johnson:</p> <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. No issues noted. • The review team document is located in Blackboard → University Assessment Committee → 2020-21 → Review Teams. • If you have any questions, Tim offered to help. Please send him an email if you would like assistance with the process.
Student Affairs Proposal Change	<p>Tim Burrows: Tabled until spring 2021.</p>
Medical School Representative	<p>Amanda Moske:</p> <ul style="list-style-type: none"> • Amanda did contact the medical school regarding a representative. She is waiting to hear back.
Completed Reviews for October 22, 2020 UAC Meeting	<p>Amber Johnson:</p> <ul style="list-style-type: none"> • The teams for completed reviews for October 22, 2020: <ul style="list-style-type: none"> ○ Deb Worley and Amber Johnson

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	<ul style="list-style-type: none">○ Tim Burrows, Laura Look, and Laura Fetzer
Questions/Comments from Committee Members	None
Meeting Adjourned	Meeting adjourned at 1:43 pm.