

# UNIVERSITY OF NORTH DAKOTA

**Committee Name:** University Assessment Committee

**Meeting Date:** February 17, 2021

**Time/Place:** 1:00 pm – 2:00 pm

## MINUTES

**Voting Members Present:** Seong-Hyun Nam, Amber Johnson, Deborah Worley, Laura Look, Sarah Sletten, Alex Pokornowski, Soizek Laguette, Laura Look, Karyn Plumm

**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 1:07 pm. 9 of 13 Voting members present – quorum met
Announcements	None
Additions to the Agenda	None
Approval of Minutes	Minutes from February 3, 2021 meeting were distributed via email. Initially, during this meeting, quorum was not met; therefore, approval of the minutes was not completed. Amber Johnson will email UAC members February 3, 2021 minutes and February 17, 2021 minutes and ask for a vote online.
Reviews to be Reconciled	Amber Johnson and Deb Worley Reviews reconciled on February 9, 2021 by Amber Johnson, Deb Worley, and Tim Burrows that need approval for release to programs: <ul style="list-style-type: none"><li>- Mathematics (B.S.)</li><li>- Mathematics (M.Ed.)</li><li>- Mathematics (M.S.)</li></ul>

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	<ul style="list-style-type: none"><li>- Behavioral Data Analytics – Grad Cert</li><li>- Behavioral Health – Undergrad Cert</li><li>- Clinical Psychology (Ph.D.) *EXEMPLARY*</li><li>- Cyber Psychology – Undergrad Cert</li><li>- Diversity &amp; Inclusion – Undergrad Cert</li><li>- Leading Social Change – Undergrad Cert</li><li>- Society, Technology &amp; Values – Undergrad Cert</li></ul> <p>Soizek Laguette motioned to approve the reconciled reviews as presented. Deb Worley seconded. Approved 8.</p>
New Business	<p><u>Deb Worley: Rubric</u></p> <p>The current assessment rubric appears to be underperforming. To provide programs with effective feedback the rubric needs improvement. As the members continue to complete reviews, please take notes regarding what is working well and what is not working in the rubric. Some potential areas for improvement:</p> <ul style="list-style-type: none"><li>- A different scale</li><li>- Ability to comment on each section vs. each item</li><li>- Are there wording issues in the rubric?</li><li>- What areas caused confusion?</li></ul> <p>Soizek Laguette stated there is confusion regarding student learning goals, program goals, and the department mission statement. How should they be addressed in each program? She offered the suggestion of distributing, on the assessment webpage and email to departments at the beginning of the assessment cycle, a summary of what the UAC is looking for and will be evaluating. She also suggested providing examples of well written assessment plans.</p> <p>Amber Johnson suggested to complete an orientation during the first UAC meeting yearly to review the entire assessment process, address terminology seen within the rubric, and how to provide effective feedback to the programs.</p>

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	<p><u>Amber Johnson: Program Review Summary</u></p> <ul style="list-style-type: none"><li>- Please have all reviews completed by April 14, 2021</li><li>- Amber will email an updated review table, as of February 17, 2021, and list reviews that have not been submitted, reviews that have been submitted, if any reviews have been started, and UAC completed reviews.</li><li>- If your reviews have not been submitted yet, please check Taskstream on a regular basis for them</li></ul>
Tabled Items	<p>Review brought back to UAC:</p> <ul style="list-style-type: none"><li>- Philosophy &amp; Religious Students (B.A.)</li></ul> <p>Review Process – Tim Burrows Student Affairs Proposal Change – Tim Burrows</p>
Meeting Adjourned	<p>Soizek Laguette moved to adjourn meeting. Seong-Hyun Nam seconded. Meeting adjourned at 1:46 pm.</p>