Minutes
Meeting of the Faculty Senate ad hoc Assessment Committee
Thursday, May 8, 2003
E101 West Center
3:30 p.m.

Present: Johnson, Hodge, Cutler, Bohnhoff, Schipporeit, Van Ingen, Jackowiak, Lomicky, Wozniak, Peck

Absent: Damon, Barton, Byrd, Wadkins, Bicak (on professional leave)

Guest: SVCAA Galen Hadley

The meeting was called to order at 3:37 p.m. by Liz Peck, committee chair.

I. Peck asked committee members to approve suspending the agenda to accommodate Hadley's visit to the committee. The committee agreed to do so. Hadley thanked the assessment committee members for their work and encouraged them to continue to assist departments and programs in completing assessment materials. He also attended to committee questions about the use of department plans and reports in future budgeting and planning. At this time, specific connections between the committees work and campus-wide planning is still under consideration. Committee members thanked Hadley for his attendance and commendation of their work.

II. Subcommittee chairs updated Peck and Cutler on their completion/approval of dept/program plans submitted since the committee report to the SVCAA (16 April 03).

III. Peck explained the SVCAA's request that communication between the committee and deans be improved so that deans have an accurate record of which plans have been approved, which are still in progress, and which have yet to be submitted. Peck will regularly email subcommittee chairs for updates and send the most recent information to the deans. Cutler reported that the suggestion had been made that she and Peck report to deans at the informal deans' meeting or at the Dean's Council. Both indicated they would be willing to do so.

IV. Peck and Cutler requested that subcommittees help them to verify their records by forwarding clearly labeled, dated electronic copies of approved plans. Verification of "final" plans was needed to guarantee the accuracy of plans posted on the website-in-progress. Subcommittee chairs were also asked to submit these final copies to deans for their records. An example of the labeling recommended was as follows: WS (dept/prog) AP (for approved) and the date, i.e WSAP4-8-03.

V. Wozniak reported that the General Studies Council had recently approved a plan for assessment of General Studies. He explained that this plan provided for some form of GS course assessment to be incorporated into each department/program's Academic Program Review. The centrally administered part of the assessment process would be handled by the General Studies Council. He hoped to be able to pay students to participate in the testing and pay faculty to develop the rubric and read the tests. A centrally-administered assessment program would require some monetary support from the administration. Wozniak indicated that he had an upcoming
meeting with the SVCAA to discuss funding of the proposed GS assessment plan. Wozniak also discussed some of the problems involved in assessing CD and WI courses since many CD and WI courses are not GS courses. Having the General Studies Council work collaboratively with departments/programs seemed the best solution to this problem.

VI. Peck announced that a replacement would be needed for Kevin Byrd who has left UNK. Theresa Wadkins who has served as an alternate member of the committee throughout the year agreed to replace Byrd. The committee voted its approval of Wadkins as Byrd's replacement.

VII. Replacements of representatives for B&T and student government are still need. Peck said she would try to find replacements before the first meeting in the fall to give new members a chance to read Assessment Essentials and to learn the review process.

VIII. The following schedule of meetings for the 03-04 academic year was approved by the committee:

**Faculty Senate ad hoc Committee**

**Meeting Dates for Fall 03-Spring 04**

(3:30 p.m., 2nd Thursday of the month)

- 11 September 03
- 09 October 03
- 13 November 03
- 11 December 03
- 08 January 04
- 12 February 04
- 11 March 04
- 08 April 04
- 13 May 04

IX. Meeting adjourned at 4:42 p.m.

Respectfully submitted,

Liz Peck, Chair

(Temporary Recording Secretary)