

**UNIVERSITY ASSESSMENT STEERING COMMITTEE**  
**Summary Notes for Meeting #6: 3:30 – 5:00 p.m., Sept. 25, 2002**

**Present:** Linda Delene (Committee Chair, Academic Planning and Assessment), Mozhdah Bruss (Family and Consumer Services/International Programs and Area Studies), Gus Breyman (DCE Lansing Campus), Beth denHartigh (Disabled Student Services), Tony Dennis (substitute for College of Aviation), Damodar Golhar (Haworth College of Business), Joyce Kubiski (Art), Lynn Lee (Trio Programs), Stephen Malcolm (Biological Sciences), Bettina Meyer (University Libraries/TOC), Donald Meyer (Economics), Hossein Mousavinezhad (Electrical and Computer Engineering/GSC), Galen Rike (Waldo Library/AAUP), Peter Saunders (Center for Teaching and Learning), Daniel Stauffer (Health, Physical Education and Recreation/GSAC), Ric Underhile (Sindecuse Health Center/Division of Student Affairs), Martha Warfield (Division of Student Affairs) and Robert Wertkin (Social Work). **Absent:** Ariel Anderson (Teaching, Learning and Leadership/USC), George Fierro (College of Aviation/Academic Advisors), Linda LeBlanc (Psychology), Edmund Tsang (College of Engineering and Applied Sciences), and Elton Weintz (History/GSAC).

The meeting began with a warm welcome to new members: Lonnie Hannaford (College of Education), Ric Underhile (Division of Student Affairs), and Bill Wiener (The Graduate College). The summary of the meeting of May 14th was accepted as written. Delene advised the Committee about comments received thus far about the public draft of the proposed assessment plan including the need to include a provision for periodic updating of the plan once it is established. She asked for committee members to make presentations about the proposed draft at the Undergraduate Studies Council (B. Meyer) on Oct. 8, and the Graduate Studies Council (H. Mousavinezhad and Bill Wiener) on Oct. 24. A request was made for the electronic version to be distributed again to committee members.

The Committee then considered the draft guidelines for the Assessment Grants that are planned for initiation in fall of 2003 with proposals being received during this upcoming winter semester. It was pointed out that proposals should be in concert with departmental and college assessment initiatives and that the grant guidelines should reflect this and be part of the evaluative criteria in funding proposals. Suggestions for other improvements to the grant guidelines should be forwarded to Linda; and they will be incorporated into a final draft that the Committee will be asked to approve at its next meeting.

The NSSE Project (National Survey of Student Engagement) preliminary data has been received and is being analyzed by two doctoral candidates in Sociology. Upon receipt of the final data involved several national benchmark categories, a report will be issued for the campus community and the committee's discussion. Dr. Warfield briefly reported on the "Departing Student Survey" that will involve a telephone survey to about 700 eligible to return but non-returning 2001 year freshmen. Delene will conduct the training for three afternoons (Sept. 30, Oct 2, Oct 2) for the some 65 division of student affairs staff who will make the telephone calls. Telephone calls will be made in mid-October through early November. Project analyses should be completed with a formal report by mid to late January 2003.

**NOTE:** Two campus visits involving assessment will occur during the next several weeks. First, Dr. Celia Lopez, WMU's program officer at the Higher Learning Commission in Chicago, IL will be at WMU on Wednesday, Oct. 23. She will meet with the committee to answer questions and offer her views on the proposed assessment plan for the University. Second, two colleagues from the Winona State University will make presentations about Winona State's "best in class" assessment and accreditation information system on Thursday, November 14, 2002. Hopefully, Dr. Hatfield will be able to make the presentation twice during the day to enable many across the campus to attend and discuss how information systems development enable the mandated assessment and accreditation endeavors to be intellectually productive for faculty as well as the institution generally. **PLEASE MARK CALENDARS.**

Committee members were reminded that the annual National Assessment Institute is being held in early November in Indianapolis and those who wished fund support to attend should contact her soon. Additional committee meetings scheduled for the fall semester **from 2:00 – 4:00PM** are (a) October 23 to approve assessment grant guidelines and to consider means of establishing a general education assessment program; (b) November 13 to consider suggestions for improvement to the proposed University Assessment Plan; and (c) December 4 to consider announcement of the assessment grant program and a protocol to begin the review of departmental assessment plans in January of 2003. The meeting was adjourned at 4:40PM.