

**University Assessment Committee**  
**Meeting Minutes for November 9, 2017**  
**Room: SLC 259**

**Attendees:** Brian Bogert, Jennifer Edmonds, Hunter Hughes, Christine Mellon, Phil Ruthkosky, Elizabeth Sullivan, Pat Sweeney

**The meeting was called to order @ 11:10 am.**

**Minutes from the October 17, 2017 meeting were approved without revision.**

**Status Updates**

- **Assessment Addendum** – Pat will be attending the Curriculum Committee Meeting on 11/21 to answer questions and address any concerns about the Assessment Addendum that the UAC proposed for integration into the Curriculum Committee’s review & approval process.
- **Meeting with Provost to Ensure Consistency of Program Review Framing with Institutional Accreditation Requirements** – Pat and Brian will be meeting with the Provost and Interim Associate Provost next week (11/13) to discuss the program review process, forms, and UAC review guidelines to ensure we are well-aligned with Middle States’ assessment expectations.
- **Sharing Collected WAC assessment information with appropriate parties** – Brian updated the committee, indicating that he had shared with Writing Across the Curriculum (WAC) assessment information collected in the 2016-17 program review process with the General Education Committee (GEC) and the appropriate Dean (all undergraduate programs that submitted WAC information last year were from the College of Arts, Humanities, & Social Sciences).
  - There was some discussion in the meeting as to whether the GEC is the appropriate body receive information about WAC assessment. It was noted that the GEC has a history of reviewing WAC proposals and generally reviewing that WAC assessment was happening – however that was every 3<sup>rd</sup> year, and it is no longer clear whether it is still within the scope of the GEC’s charge.
- **Sharing Collected GE Assessment Information with the GEC** – Brian updated the committee, indicating that he had culminated the General Education Assessment information collected in the 2016-17 program review process into a single document and shared it with the co-chairs of the GEC.
- **Analysis of Areas of Need from UAC Review Feedback** – Brian indicated that he would be providing the committee with an update on what the UAC feedback indicates about assessment needs/areas of focus.
- **Meetings with Deans and VPs to discuss program review** – Brian updated the group to let them know that he has met with each academic Dean to discuss the program review process, and in some cases, specific feedback from the UAC. He has also met with a couple of the Vice Presidents.
- **Sharing UAC Feedback directly with Chairs and Directors** – Brian indicated that for the first time, due to the recent changes to the process, he will be providing the UAC’s assessment process review feedback *directly* back to the individuals (mostly department chairpersons or unit directors) who completed the forms, with an invitation to meet with him and/or the appropriate Dean or VP to discuss the feedback. Previously, that information had been shared with the Deans and VPs, with the expectation that they would share that information with their chairs or directors.

**Program Review Participation Next Steps**

- **Process Involvement (Full Review Tab/Form D, Annual Update Form)** – The group suggested including checkboxes for popular methods for engaging others in the program review/assessment process. This should facilitate getting a sense of which methods of engagement are most prominent and useful. Space should still be allotted to allow for open-ended/unanticipated response options to this question also.

**Other Business**

- Pat suggested the committee receive an informational overview in the near future of Middle States expectations, particularly as they relate to the work of the committee.

**The meeting was adjourned at approximately 12:05pm.**