

**University Assessment Committee**  
**Meeting Minutes for January 23, 2018**  
**Room: CSC 102**

**Attendees:** Brian Bogert, Kalen Churcher, Jennifer Edmonds, Hunter Hughes, Christine Mellon, MaryBeth Mullen, Paul Reinert, Brian Sacolic, Pat Sweeney, Adam VanWert, Yong Zhu

**The meeting was called to order @ approximately 11:05 am.**

**Minutes from the December 14, 2017 meeting were approved without revision.**

**Status Updates**

- **Curriculum Committee Assessment Addendum** – Karen Frantz Fry (Curriculum Committee Chair) had been in touch with UAC Co-Chairs with a draft of how the Assessment Addendum will look integrated into the Curriculum form. UAC-reviewed resource information for developing an assessment plan for new major programs was [linked to the form](#) for guidance. The changes will be presented to the full University faculty for approval.
- **Program Review forms, instructions, review templates updated**
  - Brian walked the committee through changes to the forms to ensure all were familiar with the forms prior to their release. This included a reminder of the adjustments made based on feedback from the Provost and Associate Provost and alignment with Middle States' expectations, as well as committee feedback.
    - Major areas covered were:
      - Relevant deadlines for completing reviews, differing by level (Annual, Full) and type (Academic, Administrative) of review
      - The newly-updated Annual Update forms – similar for academic programs and administrative units, now with 5 components rather than just 3 (additional focus now on providing an update on all outcomes (academic) or objectives (administrative), resourcing/linkage to budgeting, and use of results for improvements)
      - More modest updates to the Full Review forms – including (1) adjusted prompts for academic programs related to retention/graduation rate/time-to-degree; also a focus on what is working was added, and (2) slight changes to the framing for the question related to engagement in the process (also integrated into Annual Update forms).
  - Following the meeting, the forms will be shared with the committee for review.
  - The process overview flowchart has been adjusted to reflect the program review process starting with the communication sent on behalf of the UAC co-chairs (removing “*or possibly Provost*”, which had been confusing in the previous draft). The adjustment was based on feedback from the Associate Provost.
    - Communication to the University community to officially begin the program review process will go out next week. The communication piece is already drafted and reviewed by Pat and Brian. It is similar to the messaging that came from them last year to kick off the process.
- **UAC communication & support of the program review process**
  - The committee had discussed whether appropriate to hold workshops and/or record new instructional videos to guide people through the process.
    - Brian indicated that the number of clicks on the instructional videos recorded 2 years ago was quite low – indicating very few people had actually watched them. The group decided it wasn't worth re-recording the instructional videos this year.
    - The group was not clearly in favor of holding workshops yet this semester to support program review. It was suggested that we see how it goes this year to see whether we really need to hold workshops.
    - Pat suggested we begin to think about developing a schedule to determine how often (e.g. once every 2 or 3 years?) we review & update instructional videos and offer workshops.
    - Narrated PowerPoint presentations were also suggested as something to consider for the future.

- Brian indicated that there are currently overviews posted on the web – containing information about why the process is important, relevant dates for completing each type of review, and how to complete each form (generally). He indicated he would make sure those were updated so that information would still be available as a resource to guide individuals completing program review.
- The group discussed the possibility of using **Google Drive** to support this round of program review. Although reviews of 'ease of use' were mixed within the group, it was ultimately decided to pilot its use this year. Google Drive will house current forms as well as historical reference documents, which may be useful to individuals completing the review(s).

**The meeting was adjourned at approximately 12:00pm.**