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University Assessment Committee
Meeting Minutes for February 20, 2018
Room: CSC 103

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Attendees: Brian Bogert, Kalen Churcher, Christine Mellon, MaryBeth Mullen, Brian Sacolic, Pat Sweeney, Adam VanWert, Yong Zhu

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

Minutes from the January 23, 2018 meeting were approved without revision.

Status Update: Program Review Process
- Brian had briefed the committee that since the last meeting, the following had occurred:
  - A memo had been sent out to Vice Presidents, Deans, Department Chairs, Unit Heads, and Program Coordinators indicating that the Program/Unit Review process had begun for the spring.
  - Review forms, roles/timeline, and other supporting information was shared via email.
  - Google Drive had been populated with forms and information to support the current review process, and to provide centralized access to past reviews and UAC feedback.
- In addition, the following activities are planned within the next couple weeks:
  - Brian plans to send personalized email reminders to each administrative unit head and academic department chairperson/appropriate program coordinator by end of February/beginning of March.
  - Pat is planning to share a brief reminder at the upcoming March Full Faculty Meeting (March 1st).

Google Drive Overview
- Brian walked the group through accessing the information on Google Drive, including how to find current forms and previously-completed full reviews or annual updates for administrative units and academic programs.
- A question was posed regarding whether individuals (chairs, unit heads, etc.) completing reviews would save them to the directory. They do not – and don't have the rights to do so (may only view, not view and edit). They should share the completed review with their Dean or Vice President, and then the review should be shared with Brian/Institutional Research.
  - Brian will make sure all completed forms are added to the appropriate folder in the 'Academic Program Review Archive' (for academic programs) or '2017-18 Program Review > Administrative Units > Reference Documents by Unit' (for administrative units).
- Brian noted that next year, the archive for administrative units may be restructured to be more similar to the setup for academic programs.
- A question was raised regarding whether UAC reviewers could upload their reviews to a designated folder in Google Drive. It was noted that such a folder does not yet exist, but it makes sense to create one – so that will be done, with all UAC members having edit access to enable them to upload their reviews to the directory once completed.

Analysis of Areas of Need (from UAC Feedback)
- Brian shared with the group a summary of UAC feedback for each of the 4 types of review (Academic or Administrative vs. Full Review or Annual Update) from last year's review process. It was suggested that the committee may want to consider which items are "key" and establish benchmarks for determining when a sufficient percentage of reviews have successfully met the criteria vs. when some sort of intervention/follow-up is needed.
  - He indicated that he hopes to share the same type of information from the 2015-16 reviews also, which may help for considering appropriate benchmarks.
  - Due to lack of time, it was suggested that Brian share these summaries with the group electronically to review more thoroughly outside of the meeting.

Next Steps: Program Review Process
- At the next (March) meeting, the group will review the alignment of the updated review forms with the UAC's review guidelines to ensure they're well-aligned. Also, the group will look at how the updated UAC review guidelines align with the areas of need information to determine where new baseline measurements will need to be established and where there is already previous measurement data available.

The meeting was adjourned at approximately 11:55pm.