

**University Assessment Committee
Meeting Minutes for September 11, 2018
Room: Karambelas 122**

Attendees: Brian Bogert, Rob Bruno, Kalen Churcher, Jennifer Edmonds, Alana Guerrero, MaryBeth Mullen, Paul Reinert, Phil Ruthkosky, Pat Sweeney, Yong Zhu

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

Minutes from the April 17, 2018 meeting were approved without revision.

Welcoming New Members

- The committee members in attendance went around the room to introduce themselves to the group. New members in attendance (Rob Bruno – faculty representative from CAHSS, and Alana Guerrero – Student Government-appointed undergraduate student representative) were welcomed to the committee for the 2018-19 academic year. Other new members (Dominick Trombetta – faculty representative from Pharmacy, and Eddie Clem – representative from the Library) were not able to attend.

Review of UAC Charge

- Brian provided a handout containing the committee's charge and asked the group to read it through to familiarize (or re-familiarize) themselves with it. Questions were asked about the 3rd of the 3 functions listed in the committee's charge: "communicate relevant information about assessment activity to all constituencies of Wilkes University". Discussion ensued regarding to what degree this occurs and what form(s) the communication takes.
 - Brian shared that the UAC's feedback from the program/unit review process has been shared for the past several years. Last year, the distribution method had changed from returning the feedback to the Deans and Vice Presidents to instead share with all who provided the information directly, plus the Deans and VPs. This had been done to ensure the individuals completing the reviews received feedback.
 - Brian indicated that he's a bit behind schedule this year – that the due dates on the review process overview shared last year had indicated that UAC feedback would be returned by September 1st, but it was not yet shared. He is hoping to distribute the feedback within the next week or so.
 - Rob asked what the response had been when the feedback had been shared last year. Brian indicated he couldn't recall much response, if any.
 - The committee asked to see a copy of the communication to see if it could be strengthened for when the feedback is shared this year.
 - Jennifer asked whether assistance from committee members was needed to ensure feedback could be returned in a timely way. A couple committee members noted that if needed, they could access the reviews uploaded to Google Drive to distribute.
 - Brian wasn't sure if assistance was needed to get feedback returned, but noted the offer was appreciated.
 - It was suggested that minutes could be used to communicate the UAC's assessment work for Middle States.
 - Brian will share an email communication to accompany the distribution of UAC feedback with the committee following the meeting for their feedback/suggestions for improvement.

Election of Faculty Co-Chair

- Brian asked the group for nominations for a Faculty Co-Chair. Pat noted that she had served as Chair last year and would be willing to serve again in 2018-19. No other UAC members in attendance indicated an interest in serving. The Committee supported Pat's nomination. The group indicated there was no need to follow up with a survey. Pat will serve as UAC Faculty Co-Chair in 2018-19.

Fall Meeting Dates/Scheduling

- The group in attendance confirmed that 2nd Tuesdays at 11am should work for UAC Meeting dates this semester.

Brief Overview of UAC Activity & Accomplishments Last Year

- Brian brought the group's attention to several items on the Wilkes website, including:
 - the UAC website (www.wilkes.edu/assessment),
 - the current accreditation status document posted for externally-accredited programs,
 - the 'assessment planning' information that is now cross-referenced in the Curriculum Committee's Curriculum Proposal Form,
 - the Survey Schedule (linked through the Institutional Research Office),
 - the 'New Program Policy' outlining when appropriate for a relatively new major program or administrative unit to first undergo a full review (through the annual program/unit review process),
 - the link to the General Education Committee (GEC) website,
 - the undergraduate and graduate institutional student learning outcomes (ISLOs),
 - and the place on the website where program/unit review schedules are posted, as well as PowerPoint overviews as guides for the process(es).

Discussion of Priorities/Areas of Focus for 2018-19

- Brian called the group's attention to the areas at the end of the 2017-18 End-of-Year Report, which provided ideas for where the UAC could best focus their energy in 2018-19. These included:
 - Holding a workshop (or workshops) to support the 2018-19 program review process,
 - Review a summary of 2017-18 program/unit review findings to inform our work/direction,
 - Provide guidance/support for programs or units developing or refining their assessment plans,
 - Inviting Jason Wagner to demonstrate D2L's capabilities for supporting student learning assessment processes, and
 - Collaborating with the GEC to support assessment of general education more deliberately and to assist in the development of a workable longer-term assessment plan.

The meeting was adjourned at approximately 12:00pm.