

University Assessment Committee

Meeting Minutes

January 16, 2014

Meeting was called to order @ 3:05

Minutes approved as submitted

- I. **Welcome of new members and introductions**
 - a. New committee members Scott Skammer (graduate student representative) and Ed Bednarz (faculty representative from Science & Engineering) were introduced and welcomed by the committee.
 - b. Terri Wignot (interim provost) was invited to the meeting and was welcomed by the committee.
- II. **Recap of UAC progress and thoughts for next steps**
 - a. **Charge/membership** – Conversation with Faculty Handbook Committee is ongoing regarding providing rationale for updated UAC charge language and selection of members for incorporation into the Faculty Handbook.
 - b. **Mapping initiative** – Committee-proposed initiative to pilot a project working with selected programs to map course to program outcomes is tabled for now. Programs which had been considered for the pilot are using their own system which works for them. The UAC may revisit the mapping initiative due to the University's likely need to have an easy reference for this sort of 'curricular support of learning outcomes' information in the future, particularly for maintaining Middle States accreditation.
 - c. **Review of Assessment-Related Recommendations from Self-Study** – Adam led the committee through recommendations made in the 2010 Wilkes Self-Study related to assessment, as well as suggestions for improvement related to assessment from the Visiting Team.
 - i. Of particular note were the following:
 1. Need for an accepted and sustainable assessment plan.
 - a. Should help in clarifying 'what' needs to be assessed 'when', 'why', and 'how'. This should detract from uncertainty currently surrounding assessment initiatives and processes.
 2. Ensure faculty are familiar with the Institutional Student Learning Outcomes (ISLOs) – since these were determined in 2008 to be the core outcomes for all undergraduate students.
 - a. Awareness of the ISLOs should inform development and refinement of leaning outcomes in the general education curriculum and in undergraduate programs.
 - b. Adam is planning to remind faculty of the ISLOs at an upcoming full faculty meeting.

3. The need for a more deliberate and structured plan for the assessment of graduate education programs.
 - a. The system put in place following the Self-Study is no longer in place due to much of the information collected not being used for programmatic review and reflection.
 - b. Adam suggested UAC leadership meeting with the Graduate Studies Committee for a conversation about the assessment of learning outcomes at the graduate level.
 - i. Since there is no graduate equivalent of the ISLOs, that may serve as a prompt for conversation at the meeting.
- III. **Program Review** - The current program review forms (separate forms for the academic and support units) were distributed to committee members, along with the 'program profile' (overview of the unit's mission, objectives, key assessments, alignment with strategic plan goals), and data profiles (metrics used for evaluation of program effectiveness). Brian provided an overview of the rationale for each form and noted that the forms could be discussed in more detail at a later meeting.
- IV. **ETS Proficiency Profile** - Brian and Adam led discussion regarding the intention to participate in the ETS Proficiency Profile (ETS-PP) this spring. The ETS-PP is a standardized measure of general education skill proficiency used by Wilkes in the past to evaluate the general education curriculum.
 - a. The committee will continue planning for administration of the ETS-PP to a representative sample of seniors and P2 (2nd year Pharmacy) students this spring.
 - b. The UAC was generally in favor of participation – provided we manage and attain an adequate/representative sample, and do what we can to enhance student motivation – both to participate and to do well.
- V. **Frequency and Timing of Meetings for Spring** – The committee decided to change the frequency of meetings from every 2 weeks to just once a month. A suggestion to keep meetings to “third Thursdays @ 3” will be explored for consistency.
 - a. Brian will schedule the next several meetings to get them on everyone's calendars.

Meeting adjourned @ 4:10 PM