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University Assessment Committee
Meeting Minutes for March 16, 2015

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Attendees: Brian Bogert, Mike Garr, Karim Letwinsky, Justin Matus, MaryBeth Mullen, Thomas Rowe, Phil Ruthkosky, Anne Skleder, Elizabeth Sullivan, Patricia Sweeney, Adam Welch, Helen Davis (invited guest) and Janet Starner (invited guest)

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

Minutes from the February 16, 2015 meeting were approved pending a minor clarification.

Committee members went around the table to introduce themselves to Tom Rowe, the new undergraduate student representative appointed by Student Government. Tom's introduction at the previous meeting had not included these introductions.

Updates on UAC Membership
- Rhonda Waskiewicz has rotated off of the UAC. The committee recognized Rhonda for her contribution over the past several years. With Rhonda's rotation off the committee, there are currently no Provost-appointed assessment experts serving on the UAC.
- New faculty representatives will be elected to replace Mike Garr (Arts, Humanities & Social Sciences) and Adam Welch (Pharmacy). The new representatives have not yet been elected.
- A new faculty co-chair will need to be elected to replace Adam Welch. Justin Matus expressed an interest, and Adam nominated Justin. An electronic survey will be sent prior to the next meeting for the committee to elect the faculty co-chair to follow process.

Update on Graduate-level Institutional Student Learning Outcomes (ISLOs)
- Justin provided the update. He has shared the proposed graduate-level ISLOs for discussion at FAC, Graduate Studies Committee (GSC), and full faculty. The next meeting of the GSC to discuss the graduate ISLOs is scheduled for April 7th.

UAC SWOC
- Adam provided the committee with an overview of a request from the Faculty Governance Task Force (FGTF). The FGTF, formed to review the faculty governance model at Wilkes, has requested that committee chairs provide an evaluation of the Strengths (S), Weaknesses (W), Opportunities (O), and Challenges (C) (aka SWOC analysis) of their respective committees. For each dimension, the following (bulleted below) should be evaluated:
    - Effectiveness of the Committee Members to Achieve the Charge
    - Shared Authority and Responsibility
    - Communication within the Committee and with others within the University
    - Efficiency of Process
- UAC leadership has prepared a survey to collect feedback from committee members to inform the SWOC that is submitted for the UAC. Adam has built the survey and will distribute it to the UAC following the meeting.

Status of the 2014 Program Review Outcomes to Date
- Brian updated the committee on the status of many of the 'outcomes' documents from the 2014 program review process, including:
    - The alignment of academic program Student Learning Outcomes (SLOs) with ISLOs and strategic plan themes. *(completed)*

- o The alignment of administrative unit current activities and/or plans with strategic plan themes. *(soon to be completed)*
- o One-page summaries developed based on process-oriented assessment guidelines (reviewed and approved by the UAC) for each program-review participating academic program and administrative unit. The one-page summaries are intended to facilitate assessment conversations in the program or unit (in "closing the loop" discussions including the Provost or appropriate VP) *(completed and distributed to the Provost (academic) or appropriate VP (administrative)*
  - ▪ Anne noted that she is finding out through her conversations with academic programs that there is a lot that programs are doing that they did not include in the program reviews submitted. She is collecting some ideas for the future that should be positive for the program review process, including ways to make it simpler.
- o A summary across each type (academic programs or administrative units) of 1-page summaries to facilitate UAC planning and review of the assessment status/assessment needs of the University. *(just completed)*
- o A multi-year academic program assessment schedule for academic programs through 2020. This has been aligned with external/disciplinary accreditation schedules, shared with the UAC, and vetted through the Deans to academic program leadership/chairs. *(completed)*
  - ▪ Just need to finalize language regarding the purpose/cope of the Annual Updates (AU).
- o A multi-year administrative unit program assessment schedule for administrative units through 2020. *(soon to be completed & vetted)*

Program Review Involvement Surveys
- • A recommendation from the 2010 Self Study had indicated that the "University Assessment Committee, along with appropriate administrative and academic leadership, needs to refine the current Program Review Process to" (a) Foster inclusion and promote active participation of all individuals in the unit creating the review."
  - o At last month's meeting, a recommendation had been made to survey faculty and staff about their level of participation. The UAC had been provided an opportunity between meetings to review survey content (separate surveys for faculty and staff) and make suggestions. At this meeting, the UAC was in agreement for moving forward with distributing the surveys.
    - ▪ Adam will distribute a link to an electronic survey of faculty about their experience, and
    - ▪ Brian will distribute a link to an electronic survey of staff about their experience.
  - o Feedback on involvement in the process will be brought back to the UAC to inform discussion for how the process can be made more inclusive. We will plan to administer a survey like this following each round of program review to inform the inclusiveness of the process.

Progress on 2010 Self Study Assessment Recommendations
- • Brian briefly referenced the assessment-related Self Study recommendations that the UAC has been periodically discussing and planning from over the past couple years. It was felt that much has been done to address several of the recommendations.
- • Helen added that the GEC will make a formal recommendation for a WAC coordinator (with faculty status) to be appointed for support of the program. The GEC will also be reviewing the general education 'test out' language for adjustment in the Undergraduate Bulletin.

Institutional Assessment: Spring Surveys
- • The committee discussed student survey research, prompted by Brian bringing to the committee's attention 2 surveys that his office (Information, Analysis & Planning, or IAP) will be coordinating this spring, the College Senior Survey (CSS; for graduating seniors and P4s) and the Student Satisfaction Inventory (SSI; for all undergraduate and pharmacy students).

- Discussion focused largely on survey burden and scheduling. Although the IAP maintains a schedule of when institutional surveys of students have been and will be administered on their website, there are several others surveys that occur across the University. It was felt that there needs to be a keener focus on all surveys for content and scheduling to minimize survey burden.
  - Tom indicated that a better job needs to be done in communicating to students how past survey results have been used for improvement. That would be influential for students, perhaps encouraging them to complete surveys.
    - A suggestion was offered to direct e-mail students to tell them about changes that have occurred around campus as a result of their survey feedback.
  - Helen asked Brian to send along to her any recent survey feedback from students related to their experience with the general education curriculum.
  - Anne noted that this is an important conversation should continue.

Assessment-related suggestion for program approval
- Justin suggested that an appropriate time for academic programs to determine their program-level learning outcomes and the alignment of those outcomes with the institutional outcomes, would be in the program approval process.
- It was noted that this does happen, to differing degrees, via the Business Plan template used by the Academic Planning Committee (APC).
- A recommendation will be drafted to share with the current chair of the APC (Jeff Stratford)

The meeting was adjourned at approximately 12:05pm.