

**University Assessment Committee
Meeting Minutes for April 13, 2016
Room: Cohen 103**

Attendees: Ed Bednarz, Brian Bogert (co-chair), Kalen Churcher, Harvey Jacobs, Justin Matus (co-chair), Karim Medico Letwinsky, MaryBeth Mullen, Judy Neri, Phil Ruthkosky, Elizabeth Sullivan, Patricia Sweeney, and Terri Wignot

The meeting was called to order @ 2:40 pm.

Minutes from the March 16, 2016 meeting were approved without revision.

Update on Program Reviews Received:

- Brian provided an update on program reviews received to date:
 - 1. Annual Updates (Due 4/15):**
 - Academic: 15/28 (54%)
 - Administrative: 10/29 (35%)
 - 2. Full Reviews (Due 5/06):**
 - Academic: 5/36 (14%)
 - Administrative: 1/9 (11%)

Brief Discussion about use of the ETS Proficiency Profile to Assess General Education-Related Skills

- Justin introduced a discussion about use of the ETS Proficiency Profile to assess general education-related skills (critical thinking, writing, mathematical reasoning). Wilkes has previously participated using an abbreviated version of the test which is descriptive (e.g. tells us how our sample did overall), but is not diagnostic at the student level – as the full version results can be. He proposed that Wilkes considering using the full version of the test to assess the performance of a representative sample of sophomores and seniors. Students taking the full version of the ETS Proficiency Profile test are allowed 2 hours to complete it.
- Justin indicated that were we to pursue participation at the institutional level, we would need to request funding from the Provost. He estimated costs of participation (ordering tests, scoring, incentives) at \$7,000/yr. He indicated that if we were not ready to commit at the institutional level, they (in the School of Business) may still plan to administer the test to their students.
- Several UAC members expressed interest in the possibility of participation.

Norming Session for evaluating Annual Updates using UAC-developed guidelines

- Brian led the group through a norming session for the academic and administrative Annual Updates. The group got through 1 academic and 1 administrative one.
- Several issues were discussed as the group discussed how the Annual Update submitted related to the performance on outcomes (or “objectives” on the administrative form), and whether the actions taken, and/or planned actions appeared to be appropriate for supporting the program’s or unit’s improvement efforts.
- Brian indicated that following the meeting, he would be in touch with members to communicate assignment of “norming-trained” UAC members to Annual Updates to review with the guidelines.

The meeting was adjourned at approximately 4:35pm.

Brian will send a doodle poll for UAC members to determine an appropriate date & time for a next meeting/norming session for full reviews.