

**University Assessment Committee
Meeting Minutes for April 18, 2017
Room: CSC 103**

Attendees: Brian Bogert (co-chair), Kalen Churcher, Jon Ference, Karim Medico-Letwinsky, Christine Mellon, MaryBeth Mullen, Judy Neri, Yong Zhu

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

Minutes from the March 21, 2017 meeting were approved without revision.

Update on status of Assessment Addendum for Curriculum Proposals

- Brian Bogert updated the group, indicating that he has a few minutes scheduled on the Curriculum Committee's agenda right after this UAC Meeting to discuss the proposed Assessment Addendum to the Curriculum Proposal for new programs with the committee.
- The addendum would require (as proposed to the Curriculum Committee) new programs to document their intended program-level student learning outcomes and an overview of their anticipated program assessment process, on the form(s) submitted for new program curriculum consideration.

Norming Session for Annual Updates

- The majority of the meeting time was spent as a norming session for the Annual Update reviews. Handouts were provided for 1 academic program and 1 administrative unit. Brian led the through completion of each.
- There had been some confusion in the meeting regarding interpretation of the following guideline (1c) used by the committee for review:
(*Academic program annual update example*):
 - Did the program identify any additional learning outcome(s) (not clearly identified as problematic in previous full review) in the Annual Update?;
 - To prevent confusion, the wording was adjusted to:
 - *Did the program report on any learning outcome(s) in the Annual Update not clearly identified as problematic in previous full review?*
 - *The equivalent language was adjusted in the administrative unit annual update review guidelines.*
- Otherwise, the committee agreed in interpreting all guidelines similarly.
- Following the completion of the 2 norming examples for Annual Updates, Brian talked through, briefly, any adjustments to the guidelines used for Full Review since last year. The committee will hold a norming session for full reviews at the next meeting.

The next meeting is scheduled for April 25th at 11am.

The meeting was adjourned at approximately 11:55am.