University Assessment Committee
Meeting Minutes for June 10, 2014

Attendees: Ed Bednarz, Brian Bogert, Mike Garr, Amjad Nazzal, Phil Ruthkosky, Anne Skleder, Elizabeth Sullivan, Adam Welch

The meeting was called to order @ 2:05 pm.

- Minutes from the May 5, 2014 meeting were approved as submitted.
- Dr. Anne Skleder, the new Provost/Senior VP was welcomed.

Review of end of 1314 end-of-year report
- Brian provided an overview of the 2013-14 activities to provide context for discussion.
    - Dr. Skleder suggested that the sharing of the positive result Senior/P4 participation in the ETS Proficiency Profile test of general education skills (scoring at the 80th percentile) with the University Community (via today@wilkes) be made more prominent, since it provides evidence of sharing assessment information and 'closing the loop'.
    - It was also suggested that there be more specificity in the summary regarding the assessment conversations that occurred (in terms of number and conversation partners) during the year.
    - Discussion of the committee's review of One Stop Assessment processes addressed that the review consisted of checking in that there was assessment going on, with some attention to the metrics used, but did not extend further. It was recommended that the recommendations made by the UAC be stated and communicated more clearly.
- The UAC also reviewed and commented on the summary of plans so far for 2014-15
    - It was agreed that it was most appropriate to change 'Refinement/further development of a University Assessment Plan' to 'Development of a University Assessment Plan'.
    - A joint meeting with the General Education Committee (GEC) should also be planned early in the 2014-15 academic year to discuss the results of the ETS Proficiency Profile and determining an appropriate planning schedule for the assessment.
    - A plan for assessment within Graduate Teacher Education must also be addressed and implemented, ensuring it is structured and supported to be sustained and useful.
    - *The end of year report was approved, contingent on making all stated adjustments.*

UAC Involvement in Program Review process/management
The academic program review form was reviewed.
- Dr. Skleder recommended the form be reviewed and revised. Although generally good, in its current state, it does not sufficiently allow for 'action' items – indicating what will occur next as a result of the assessment/findings.
- UAC involvement in program review, following a revision to the form, will consist of:
    - Summarizing action items across reviewed programs/units
    - Mapping where requested information is missing for a program
    - Providing "process analysis"/guidance on using relevant assessment processes
- It was noted that assessment findings should inform budgeting. There was uncertainty whether this could be incorporated for the FY15 budget process – but Dr. Skleder noted that going forward, the two (assessment and budget) should be more strongly linked.
- **Adam, Brian and Dr. Skleder will meet to discuss revisions to the program review forms to incorporate suggested changes. Revised forms will be provided to the committee for review shortly.**
- **Brian will poll committee members for a suitable date and time for a July meeting.**

Other Information
- Elizabeth noted that John Stachacz is considering using an assessment of Library and Computing Services, Miso, this year in place of Libqual, which has typically been used as an assessment tool for evaluating the Library.

Meeting adjourned at approximately 3:10 pm.