

**University Assessment Committee
Meeting Minutes for July 22, 2014**

Attendees: Brian Bogert, Mike Garr, Amjad Nazzal (by phone), Anne Skleder, Scott Skammer, Elizabeth Sullivan, Rhonda Waskiewicz, and Adam Welch

The meeting was called to order @ 2:04 pm.

Minutes from the June 10, 2014 meeting were approved as submitted.

Academic Program Review

- Adam and Brian led the committee through changes that had been made to the academic form since the last UAC meeting. The changes were based on feedback from a couple department chairpersons, the UAC leadership and the academic deans.
 - A suggestion was made for there to be a more explicit step built into the process to ‘close the loop’. As a result, the following step was added to the instructions:
 - “Provost meets with Deans and relevant Chairs to address results and close the loop of assessment.”
 - Since the alignment with the Institutional Student Learning Outcomes (ISLOs) is only relevant for undergraduate programs, it was noted that graduate programs should not need to align their outcomes. However, Adam suggested that a graduate equivalent of the undergraduate ISLOs be up for discussion at an upcoming faculty meeting. Adam will speak to the FAC Chair about getting a spot on the agenda to briefly discuss the issue.
 - It was noted that (as specified on the form) one or more of the program outcomes should address Writing Across the Curriculum (WAC). This linkage is necessary to follow-up on recommendations we made for ourselves for improvement in the last Self Study (2010).
- Feedback from department chairpersons had been useful for review of the form. It was suggested that a fictitious example be provided within the form for distribution. The example should include ‘actions to be taken’ as a result of the assessment and address resources.
- Discussion on retention and graduation rates, as well as the available data to be reviewed to respond from the Information, Analysis & Planning (aka Institutional Research) Office, revealed a slant towards undergraduate. Although graduate programs will not receive retention or graduation rate data, they should be encouraged to complete that section, indicating any known issues with retaining or graduating graduate students and suggestions/ resources needed to address them appropriately.
- Discussion on the placement section of the form focused largely on whether or not the programs will have that information, or should be expected to have it. This component of the review is somewhat exploratory this year – to see who has what. The committee recommended that the preferred ‘statistic’ to be provided (if available) is the percentage of graduates (rather than number), and that the reporting categories should be consistent with ‘graduate placement’ reporting standards. A suggestion was made to indicate the response rate if a survey was used to collect data, for context.
- A suggestion was made to remove the ‘Accomplishments’ section from the program review form. Dr. Skleder indicated that the University will need to ensure that the information is collected by other means – perhaps through the Deans, since it is good information to have.
- A memo will come out from Anne Skleder to the Deans announcing the start of academic program review and will thank those who provided feedback to improve the form.
- Adam updated the form during the meeting based on UAC feedback. Brian will provide a final review before the form is ready for distribution to the Deans.
- It was decided that in order to provide context for completing the forms and answer questions, the UAC should hold workshops for Deans and Faculty. The workshops are tentatively scheduled for August 7th and 15th.

The Next UAC Meeting will be Thursday, July 31st at 9am. A focus of the meeting will be to plan for the workshops.

Meeting adjourned at approximately 3:35 pm