

**University Assessment Committee
Meeting Minutes for July 31, 2014**

Attendees: Ed Bednarz (by phone), Brian Bogert, Mike Garr, Anne Skleder, Elizabeth Sullivan, Rhonda Waskiewicz, and Adam Welch

The meeting was called to order @ 9:05 am.

Minutes from the July 22, 2014 meeting were approved as submitted.

Program Review Process Updates/Workshop Planning

- The academic program review form had gone out on July 30th with a memo from Anne Skleder, signaling the start of the program review process. The administrative/non-academic form will be distributed to the VPs shortly.
- The dates for the upcoming Academic Program Review workshops will be August 7th (with lunch provided) and August 15th (breakfast provided).
 - It was suggested that communications/reminders for attending one of the two workshops include the instructions for faculty to bring their program's learning outcomes with them.
 - The committee discussed a general overview of the event:
 - Anne will welcome and provide an overview of the importance of the process.
 - Adam will walk the attendees through the new/revised form.
 - There will be time following the presentation for attendees to begin working on their program review and/or ask questions of UAC members for any needed clarifications.
 - A technical conversation followed – regarding the best setup and equipment for projecting the form and instructions. Rhonda suggested the use of Eno boards with a projector or projectors. Brian will check in with Tiffany Mulally in GTE regarding this suggestion.
- Anne indicated that in the future, it will be good to periodically bring in external reviewers as part of program review.

Graduate Institutional Student Learning Outcomes

- At previous meetings, the UAC had discussed the need for graduate-level institutional student learning outcomes to be developed.
 - Adam will contact Dana Burnside, the chair of the Graduate Studies Committee, to get on their agenda to discuss the development of graduate level student learning outcomes.

The Next UAC Meeting was not scheduled at the July 31st meeting. Brian will check in regarding the member availability for a next committee meeting, following the academic program review workshops.