

University Assessment Committee
Meeting Minutes for September 30, 2015
Room: Cohen 103

When: 2:30-3:30pm

Call to Order: 2:35pm

In attendance: Ed Bednarz, Brian Bogert (co-chair), John Hepp, Harvey Jacobs, Allison Kristofco, Karim Letwinsky, MaryBeth Mullen, Judy Neri, Phil Ruthkosky, Anne Skleder (Sr. VP/Provost), Elizabeth Sullivan, Pat Sweeney, Terri Wignot, and Jeremy Yeoman.

Minutes from the July 16th UAC meeting were approved as written.

New UAC Members for 2015-16 were recognized.

Discussion of likely UAC Priorities for 2015-16:

- Assisting with assessment of general education.
- Program Review Support
 - Provost reiterated how grateful she was about the openness she experienced about assessment processes in her discussions with academic program representatives last spring
- Consulting Role for Assessment
 - (Justin) Proposed that the UAC serve in a consulting role for assessment at Wilkes
 - Discussion:
 - We need to establish clarity of purpose before offering service
 - Talk to all UAC members to establish comfort levels with different things we could consult about (**Brian will talk to Anne & Terri & follow-up w/ UAC members within the next couple weeks to collect info on background/comfort level**)
 - E.g.: Do some know about developing rubrics, while others know about developing common assignments across sections, etc.
 - What do you feel comfortable contributing/helping with?
 - Where do you/we need to grow/further develop? (*E.g. what's the gap? – address w/ professional development*)
 - Will help us to “build capacity” to support assessment processes (make it sustainable)
 - Karim suggested that Brian “share opportunity” more with other UAC members (e.g. may be other members with more experience in an area, etc....so they can help too)
 - Suggestion that those with experience in an area/with assessment processes can “mentor” or collaborate with others to help support & develop assessment plans & processes
 - Harvey noted that in Pharmacy, assessment is a means to an end. “What do we want to know?” determines what they answer, & the program determines the criteria to measure it.

Adjustments to Program Review Forms/Content

- **Brian will re-distribute the program review multi-year plans (timeline) to Deans & VPs for feedback to finalize plans for which programs get reviewed when**
 - There may be changes (e.g. currently may be too many academic programs scheduled for 2015-16)
 - Education may want to divide up which programs go when (too much at once for planning/real review) /Judy
 - May eventually get on same assessment cycle but for now, it's too much since currently requires more of an in-depth review
 - John noted that rubrics should be collected as part of academic program review (brought up specifically in relation to WAC assessment, but would also be useful for program assessment, or Gen Ed assessment)
 - May be useful to define key terminology within the program review form (Brian/Elizabeth) to prevent confusion for those completing forms
 - Pat suggested having an "orientation" or some sort of lead-in (workshops?) to provide guidance to those completing revised program reviews
 - Brian provided an overview of changes made to the academic program review form based on feedback received from the UAC, Provost, and Deans.
 - **Brian will send out an e-mail to the committee with instructions for accessing the electronic versions of the draft program review forms on the staff shares (in UAC folder). UAC members should provide suggestions to Brian within 2 weeks.**

The meeting was adjourned at approximately 3:30pm.

- **Post-Meeting Discussion**
 - **John will "plug in" info for a program (Philosophy?) from 2012 or 2014 program review to see how easy/difficult a transition it will be & to see what may need additional explanation**
 - **Anne suggested that Terri, & Brian (soon) chart out a schedule for program review for this year**

Next Meeting

- **Brian will follow up with UAC members via e-mail to schedule a next committee meeting (probably mid-afternoon on a Wednesday in mid-late October)**