<div align="center">

University Assessment Committee
Meeting Minutes for October 28, 2015
Room: UCOM/Sidhu 228

</div>

Attendees: Brian Bogert (co-chair), Harvey Jacobs, Allison Kristofco, Karim Letwinsky, Justin Matus (co-chair), MaryBeth Mullen, Judy Neri, Phil Ruthkosky, Patricia Sweeney, Joseph VanderWaag (student – attending in place of Jeremy Yeoman), Terri Wignot

The meeting was called to order @ 2:35 pm.

Minutes from the September 30, 2015 meeting were approved.

UAC In-Meeting Review of Academic and Administrative forms:
UAC Members in attendance joined 1 of 2 groups to review the current drafts of either the academic or administrative program review forms. Suggested adjustments to the forms and/or process are summarized below:

    Academic Form:
- Check for consistency of language re: objectives/outcomes
- Number rows from Excel spreadsheet so they print (so point of reference in instructions stays valid)
- Remove reference to "excellent" teaching in instructions
- Flesh out a few of the areas so UAC review of process may produce more actionable feedback
    - Justin coordinating a revision of the process review guidelines established last year

    Administrative Form (feedback more about process):
- Start communications with units up for review with sharing existing data profiles, or the template for creating a new one. Many administrative units may not be operating with objectives, or new directors may be unaware of existing program profiles for their units.
    - Once can ensure program profiles exist (mission, outcomes, etc.) can move on from there with assessing progress.
        - "Please know that what is created in the program/unit profile will drive your review."
- Some units may have objectives that change every year (e.g. Freshman Admissions – "Enroll 650 Freshmen");   It will be important to discuss with these units how the objectives can be worded differently to be more stable (e.g. Freshman Admissions ' Meet freshman stretch enrollment goal").

    Communication to engage leadership in assessment processes:
- Suggestion to invite the Academic Deans to an upcoming UAC meeting to discuss the importance of their role in assessment & program review processes.
- May be worthwhile to do something similar with VPs. Uncertain to what extent (or how consistently) VPs have discussed reviews with unit leadership in the past.
- Messaging for window for review will likely come from Provost (at least for academic programs). Will need to figure out appropriate person for administrative units.

    Communication to those completing forms:
- Was not specifically discussed at this meeting, but will be important to follow-up with those verified for review (at least full review) with an invitation to a UAC-organized training workshop.
- Will be more effective to e-mail all forms required for completing program review to individuals directly, rather than directing them to information on the shared drive.

    Communication to get this round of program review started:
- Send out list of academic programs and administrative units up for review by type (full review or annual update) with deadline for responding with changes/adjustments to schedule/different programs or units to review.

Next Steps – Program Review for 2015-16

- Brian will make the adjustments to the forms based on the committee's feedback.
- Justin will coordinate a revision of the process guidelines for academic programs and report recommended changes back to the committee.
- Brian will share with Terri an updated list of programs or units up for review by VP or Dean.
- The committee will discuss an appropriate period for program review this year, and organize workshops to support the process.

The meeting was adjourned at approximately 3:30pm.

The next meeting will be on Wednesday, November 18th, in Cohen 103, from 2:30-3:30pm.