

**University Assessment Committee
Meeting Minutes for November 8, 2016
Room: Cohen 102**

Attendees: Brian Bogert (co-chair), Kalen Churcher, MaryBeth Mullen, Judy Neri, Phil Ruthkosky, Patricia Sweeney (co-chair), Terese Wignot, Yong Zhu

The meeting was called to order @ 11:05 am.

Minutes from the October 18, 2016 meeting were approved without revision.

Program Review Timeline

- Brian had shared with the group proposed dates for the process. The dates suggest a close alignment with last year’s deadlines, plus some additional dates to frame the fuller process. The group only had a minor adjustment to the proposed deadline for the “closing the loop” meetings that should occur following the UAC’s feedback/assessment process review. An outline of the proposed program review schedule for 2016-17 is below:

Program Review Stages/Dates	2015-16 cycle	2016-17 cycle
UAC Hosts Workshops	Early-Mid January	Early-Mid January
Program Review Window Start	Mid-January	Mid-January (16 th is 1 st day)
Annual Updates due to Deans/VPs (from Chairs, Directors)	March 18 th (Friday)	March 17 th (Friday)
Full Reviews due to Deans/VPs (from Chairs, Directors)	April 1 st (Friday)	March 31 st (Friday)
Annual Updates due from Deans/VPs (to IR)	April 15 th (Friday)	April 14 th (Friday)
Full Reviews due from Deans/VPs (to IR)	May 6 th (Friday)	May 5 th (Friday)
UAC Reviews Returned to Deans/VPs	No Set Date, but were sent to Deans & VPs by mid-July (11 th /12 th)	June 30 th (Friday)
“Closing the Loop” Meetings (Provost, Deans, VPs with Chairs and Directors)	No Set Dates, but were anticipated between Mid-July-Sept 1.	November 3 rd (Friday)

- The extension of timeline for the “closing the loop” meetings for the 2016-17 cycle should provide greater opportunity for those to occur. It was noted that that stage of the 2015-16 has not been successful to date.

Program Review Communications/Support

- Pat indicated that it will be important for the “closing the loop” conversations to occur to ensure we’ve completed the 2015-16 program review/assessment cycle before moving on to the 2016-17 cycle.
- Terri indicated that she and Anne (Provost) had spoken and created a place on the President’s Cabinet agenda for the November 9th meeting to discuss the need to hold these “closing the loop” meetings, to finalize the 2015-16 program review process, and provide the requested documentation resulting from the meetings. An end of December deadline will be used for the Deans and VPs to hold the meetings and return documentation to the Institutional Research Office. The documentation received will then be incorporated into the 2015-16 program review cycle assessment documentation.

- The committee agreed that it would be important to provide a “heads up” communication to University constituencies likely to be involved in the program review process. December was identified as an opportune time, since it will be about a month in advance of the opening of the 2016-17 cycle.
 - Pat indicated that she would draft a communication piece regarding the program review process to be shared with the Provost.
 - She also shared a plan to contact Andy Miller (FAC Chair) to get on the agenda for the FAC meeting to thank those who participated in the 2015-16 program review process and to provide information for the 2016-17 program review process.
- Brian indicated that workshop presentations and instructional videos used in the 2015-16 cycle will need to be reviewed and updated, due to recent updates to the form and process. Kalen indicated she believed it would be just as easy to re-record the academic instructional video, and agreed to work on that. Brian indicated that Elizabeth Sullivan had recorded the instructional video used for administrative unit review, and that he would check in with her to see whether she will be able/willing to add to/adjust the recording to be in line with updated content.
 - Also of note for the instructional videos, Brian noted that it had been suggested to him that the videos be housed differently than they are now (on Wilkes YouTube channel). He indicated he would be in touch with Kristine Pruet in e-Learning to address where to house the supporting videos.
- Brian called the group’s attention to the updated program review forms (both academic and administrative) and UAC review guidelines that had been e-mailed to the group prior to the meeting. He indicated that the group can take time prior to the next meeting (yet to be set) to review the changes. Changes stemmed from UAC feedback at prior meetings (documented in prior meeting minutes).
- Also of concern regarding this next program review process were the following sections of the full review:
 - Writing Across the Curriculum (WAC)
 - Brian deferred to Kalen (co-chair of the General Education Committee, or GEC) about the appropriate place for WAC assessment to occur, due to some history of WAC assessment that had been overseen by the GEC.
 - The group suggested that since there is not currently clear ownership and coordination of WAC at this time, the WAC assessment component of the program review form be reduced to asking for a listing of the courses within the major curriculum where writing is introduced and assessed.
 - This should also provide an update to information shared years ago through the WAC proposals submitted to the GEC, identifying where WAC is addressed within each major program.
 - General Education
 - Brian indicated that the assessment information from the 2015-16 cycle (reflecting back on 2014-15, and the old/pre-update GE learning outcomes) is yet to be compiled and shared with the GEC. He indicated he would do that soon.
 - It was noted in the meeting that in the 2016-17 program review cycle (which reflects on the 2015-16 academic year), undergraduate programs in the arts & sciences undergoing a full review will need to address the new/updated GE learning outcomes.

A next meeting date (for December) will be set following the meeting, using a Doodle poll.

The meeting was adjourned at approximately 12:05pm.