University Assessment Committee
Meeting Minutes for November 18, 2015
Room: Cohen 103

Attendees: Brian Bogert (co-chair), Harvey Jacobs, Justin Matus (co-chair), Judy Neri, Elizabeth Sullivan, Terri Wignot, Jeremy Yeoman (replaced halfway through meeting by Joseph VanderWaag)

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

Minutes from the October 28, 2015 meeting were approved pending a minor revision.

Discussion of Communication related to Program Review Process:
- ✓ **UAC Communication/Raising Awareness**
  - o Justin gets on FAC agenda soon to raise awareness of the upcoming program review amongst faculty
  - o Program review gets on Cabinet agenda first thing in January to raise awareness, answer questions, get commitment from leadership team to support the process
- ✓ **UAC Webinars**
  - o Elizabeth, Brian, and any others interested coordinate development of 'instructional webinars' – for faculty and for staff (to be ready for early January)
- ✓ **UAC Workshops**
  - o Small UAC teams will help to coordinate presentations (PowerPoint, supplemental info.) – ideally just before the start of the spring term for those who can attend
    - ▪ *Looking for UAC volunteers to assist in developing content/planning.*
    - ▪ Those who cannot attend can view webinar and/or contact a UAC representative for more information about the process
- ✓ **General (Non-UAC) Communication flow**
  - o (Academic): Provost →Deans→Chairs→Departmental Faculty
  - o (Administrative): Institutional Research→Vice Presidents→Directors→Staff
- ✓ **Program Review Forms, Process Guidelines**
  - o Forms will be e-mailed from IR directly to Chairs (Academic) and Directors (Administrative), along with supporting documents (e.g. Unit Profile template for staff, or existing Unit Profiles), Retention & Graduation rates for undergraduate programs (academic), student satisfaction survey data (administrative), etc.

Schedule for Program Review
- ✓ *Schedule (which programs undergoing which type of review when) to be posted to website once sign-off/feedback received from Deans and VPs.*
- ✓ **Program Review officially starts in mid-January** *(Start of Spring term)*
- ✓ **Annual Updates (AU)**
  - o **Due in to Deans and VPs:** *3rd Friday in March (18th)*
  - o **Deans and VPs send reviewed/discussed Annual updates to Institutional Research for centralized coordination and sharing for UAC process review:** 3rd Friday in April (15th)
- ✓ **Full Review (FR)**
  - o **Due in to Deans and VPs:** *1st Friday in April (1st)*
  - o **Deans and VPs send reviewed/discussed Full Reviews to Institutional Research for centralized coordination and sharing for UAC process review:** *1st Friday in May (6th)*
- ✓ **UAC Review of the Program Review Process**
  - o In response to discussion on "how the UAC closes the loop", it was agreed that the committee's job is not so much to close the loop in a concrete way, as it is to more generally support programs and units in their assessment planning and review processes, such that they can "close the loop" as part of their continuous improvement efforts.

The meeting was adjourned at approximately 3:35pm.

The next meeting will be on Wednesday, December 9th, in Cohen 103, from 2:30-3:30pm.