

**University Assessment Committee
Meeting Minutes for December 3, 2014**

Attendees: Ed Bednarz, Brian Bogert, Mike Garr, Karim Letwinsky, Justin Matus, MaryBeth Mullen, Amjad Nazzal, Kathryn Roshong, Phil Ruthkosky, Scott Skammer, Elizabeth Sullivan, Patricia Sweeney, Rhonda Waskiewicz, Adam Welch, and Helen Davis (GEC Chair, invited guest)

The meeting was called to order @ 3:02 pm.

Minutes from the November 12, 2014 meeting were approved as submitted.

Program Review Updates

• **1-page summaries**

- Anne, Adam and Brian met prior to Thanksgiving for a norming session – to apply the process rubric (based on UAC-approved guidelines) to a few of the submitted program reviews, to ensure common interpretation of the rubric. Following the meeting, the remainder of the 1-page summaries were completed between them. These 1-page summaries are intended to provide UAC feedback on the assessment process, and to facilitate the program review conversations between the Deans and department chairpersons and program faculty that will occur in the spring.
- It was suggested that the UAC create a “summary of the summaries” to be able to have data at the University level on how well the academic programs are meeting the assessment process expectations laid out in the rubric.
- Adam and Brian presented a template for compiling, from the submitted reviews, each program outcome aligned with the relevant Institutional Student Learning Outcomes (ISLOs), whether the outcome was determined to have been achieved in its most recent assessment, and alignment of the outcome with the strategic plan.

• **Administrative program reviews**

- Phil, MaryBeth, and Brian will be meeting for a norming session for review of the submitted administrative program reviews. The process for reviewing these will also follow the UAC-reviewed/approved guidelines. The plan is to complete the 1-page summaries before the end of December. Similar to the summaries generated for the academic programs, the summaries generated for administrative units are intended to facilitate conversations between Vice Presidents and unit directors in the spring.
- There was also some discussion that the summary of summaries and the alignment of unit objectives (with Strategic Plan themes but not ISLOs) will be beneficial for UAC’s review of how administrative units (as a whole) are doing with their assessment processes.

Multi-year program review/program assessment cycle – begin discussion/coordination

- It was suggested that the external accreditation schedules be taken into account as a first step in drafting an appropriate program review schedule.
- Anne reiterated that in subsequent program review cycles, external reviewers should be brought in to review non-accredited academic programs. She indicated that the cost of bringing in the reviewers could be supported through the Provost’s budget.
- There was some difference of opinion within the committee whether externally-accredited programs would prefer the internal/Wilkes review to occur in the same year as the external review or the year prior.
- Anne contributed that there is value in the external reviewer’s report, the program’s response to it, and any additional Wilkes add-ons (if anything additional requested for the internal review) all being within the same assessment cycle.
- Another scheduling consideration might be whether all programs within a college or school should be reviewed within the same year.

General Education Assessment Updates

- **Review of General Education Outcomes – status**

- Helen provided an overview of the General Education Committee's (GEC's) recent activity. The GEC's primary focus currently is a review of the general education outcomes to determine if they are still appropriate. Part of this process will be to ensure that the revised outcomes that result will be more easily measurable.
 - Helen walked the UAC through general progress made in each of the distribution areas (I: Humanities, II: Scientific World, III: Social Sciences, IV: Visual & Performing Arts) of the core, assisted by Amjad for Area II. Helen expects a draft may be available from each distribution area by the end of January.
 - There will also be open forums in January with faculty to discuss the proposed changes and get feedback. It will be important for the outcomes that non-content expert faculty are able to understand what they mean and how they can be measured.
 - Helen mentioned that standardized rubrics to support general education assessment will need to be developed and approved by faculty. Brian mentioned the rubrics used in 2012 for the general education assessment, which may be able to be used as a base for further development.
 - A goal of the GEC for next year is to coordinate mapping of the general education outcomes with curriculum.

- **Review of ETS-Proficiency Profile & Area II/Scientific World Reports**

- The GEC plans to review the Area II/Scientific World Assessment Report at their next GEC meeting in the spring.
- Due to the changes that are currently underway concerning the review of the general education outcomes, the GEC felt it most appropriate to table further discussion of the spring 2014 ETS Proficiency Profile results/usefulness until a later time.

Other business

- Brian will check in with committee members following the meeting with a doodle poll to determine availability during the spring semester for meeting.
- UAC leadership should check in with the Graduate Studies Committee to follow-up on the conversation started regarding the development of graduate-level ISLOs.

The meeting was adjourned at approximately 4:00pm.