University Assessment Committee
Meeting Minutes for December 8, 2016
Room: COM 228

Attendees: Brian Bogert (co-chair), Kalen Churcher, Jon Ference, Justin Matus, MaryBeth Mullen, Judy Neri, Elizabeth Sullivan, Lindsey Shay, Yong Zhu

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

Minutes from the November 8, 2016 meeting were approved without revision.

Program Review Timeline - Updates

- Brian Bogert had shared feedback received from the communication that Pat Sweeney and he had done at the December 1st Full Faculty Meeting. Feedback had been that the March deadline (17th) was too early, and conflicts with when faculty will be advising students for fall 2017 course registration.
    - Following the Full Faculty Meeting, the Associate Provost and Registrar had been consulted regarding the proposed timeline and the end of the fall registration period, respectively. The updated deadlines (see last column in table below – specifically bold red dates) were extended to allow additional time for completing reviews, outside of the fall 2017 course registration/advising window.
    - The committee was fine with the extended deadlines. However, it was suggested that UAC leadership contact the Deans and VPs to ensure that the extended deadlines do not create any unforeseen, significant conflicts for them.

Program Review Stages/Dates	2016-17 cycle (original proposal)	2016-17 cycle (updated)
UAC Hosts Workshops	Early-Mid January	Early-Mid January
Program Review Window Start	Mid-January (17th is 1st day)	Mid-January (17th is 1st day)
Annual Updates due to Deans/VPs (from Chairs, Directors)	March 17th (Friday)	**April 7th (Friday)**
Full Reviews due to Deans/VPs (from Chairs, Directors)	March 31st (Friday)	**April 14th (Friday)**
Annual Updates due from Deans/VPs (to IR)	April 14th (Friday)	**April 28th (Friday)**
Full Reviews due from Deans/VPs (to IR)	May 5th (Friday)	**May 12th (Friday)**
UAC Reviews Returned to Deans/VPs	June 30th (Friday)	June 30th (Friday)
"Closing the Loop" Meetings (Provost, Deans, VPs with Chairs and Directors)	November 3rd (Friday)	November 3rd (Friday)

Suggested policy for when & how to incorporate new programs and units into the program review process

- Brian provided context for the committee regarding a discussion that he and Pat had had prior to the meeting, concerning developing a policy statement indicating at what point it is appropriate for new academic programs and administrative units to enter the program review schedule.
    - The committee generally agreed that for new academic programs, it is appropriate for a full review to be completed following the graduation of the first degree recipients from that program. Annual Updates will follow in the subsequent years, building off of the Full Review.

- There was also agreement that for new administrative units, it is appropriate for a full review to be completed following 2 full years of operation. Annual Updates will follow in subsequent years, building off of the Full Review. It was felt that the Full Review should not be in the first year of operation, since that year will be too busy and a solid enough foundation for review will not yet have been built.
- Jon Ference volunteered to draft a policy statement and share it with the committee at the next meeting.

Program Review Communications/Support
Workshops
- Justin suggested that since most department chairs and unit directors will likely have attended a workshop last year, and since the forms haven't changed much, we should check in with them to see what type of focus we should provide for the workshop(s).
- Brian had expressed some concerns about the limited availability of the HSC Ballroom already for early/mid-January. The group thought that we should not be constrained by the availability of the Ballroom – and may be able to use a different venue (or venues), such as the Miller Conference Room, if needed, for workshops.
- The group also discussed possible dates/times for workshops. A survey could be used to collect this information (as well as the workshop focus info) – going with the most popular option(s).
    - Brian will craft a survey and get it to the UAC for a brief review before sending out to VPs, Deans, Directors, and Chairs for feedback. The feedback received will help in informing how we may want to shape the workshops.

Instructional Videos
- In discussing the instructional videos, the group generally agreed that due to the relatively minor adjustments made to the program review process from last year to this, and due to the lower viewership of the original instructional videos, time may best be spent on providing just a brief synopsis of the changes since the last applicable video (AU or FR) was recorded.

A next meeting date (for January or February) will be set using a Doodle poll, early in the Spring.

The meeting was adjourned at approximately 12:00pm.