

University Assessment Committee
Meeting Minutes for December 9, 2015
Room: Cohen 103

Attendees: Brian Bogert (co-chair), Kalen Churcher, Harvey Jacobs, Allison Kristofco, Justin Matus (co-chair), MaryBeth Mullen, Judy Neri, Phil Ruthkosky, Patricia Sweeney, Terri Wignot, and Jeremy Yeoman

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

Minutes from the November 18, 2015 meeting were approved as is.

Planning for Workshop/Webinar content:

- **Preferred Format**
 - Webinar – Brian reported that he had met with Elizabeth Sullivan since the last UAC meeting to discuss tools to use for creating webinars (she has used Adobe Captivate).
 - The committee agreed that for format for the webinar/presentation, a split screen – with half focused on a PowerPoint overview and the other, a click-through demonstration of the use of the form, was preferred. There should also be narration to guide the end user.
 - Kalen indicated that if the software Elizabeth is planning to use was not able to do what the committee wanted it to do, a program that she was aware of that should work is called screencastomatic.
- **Outline of Presentation**
 - Content should be consistent between content of webinars and workshops
 - The **academic program review form** was projected for the group. Brian provided a walk-through of each component to prompt discussion of content.
 - The committee discussed the ‘Actions Taken’ since the last full review information that was on the ‘Instructions’ tab of the form. Suggestions were provided to move it to its own tab so it would be seen - and to provide an associated set of instructions on the Instructions tab.
 - A question was also asked about whether it was still necessary to have this content on the form, since the existence of the ‘Annual Update’ accomplished the same ends.
 - **NOTE:** Following the meeting, this was considered – and agreed upon by UAC leadership. As a result, the ‘Actions Taken’ content was removed from the Instructions tab of the form. Any progress made between full reviews will be documented using the Annual Update form.
 - A question was posed about what information the Career Services office collects at the Senior Salute event each year (related to the ‘Placement’ section of the Academic program review form). **Brian indicated he would check in with Career Services to find out.** It was anticipated, though, that due to the timing (pre-graduation) it would not provide information in the same way as requested on the program review form (Job or graduate school placement 1, 2, or 3 years out).
 - Adjustments for **both forms** (from committee review/discussion):
 - The committee also suggested that **all relevant due dates** (determined at the last UAC meeting) **be integrated directly into the forms.** For the Academic program review form, this would integrate them into the ‘Process’ Instructions. For the Administrative unit review form, this would integrate them into the cover page.
 - For the **Annual Updates** (for both academic and administrative forms), a suggestion was made to adjust wording so it didn’t so readily give programs an “out” from providing anything for the first item [suggestion to change “Were there any……” (Yes/No) to “Identify any”].

- The **administrative unit review form** was then projected for the group. Brian provided a walk-through of each component for a brief review/discussion of content. There were no further suggested changes.
- **An Invitation to Collaborate**
 - At the close of the meeting, committee members were invited to join Elizabeth, Kalen, and Brian in coordinating the webinars. Committee members were also encouraged to assist with either of the workshops (separate workshops for each of the 2 forms).
 - It was suggested that it may work best for faculty to be involved in the academic program review workshop, and staff in the administrative unit workshop.
 - Since there was not sufficient time left in the meeting to discuss this more in-depth, ***Brian indicated that he would follow-up with committee members to ensure sufficient support for the workshops and webinars.***
 - Dates for the workshops are also yet to be determined, but should be near the start of the spring term (mid-January).

The meeting was adjourned at approximately 3:40pm.

The next meeting will be in January, but the date is yet to be determined.