

University Assessment Committee (UAC) Minutes

October 28, 2013, 3:00-4:00PM, Fenner Hall

Attendees: Brian Bogert, Mike Garr, Kayla Gradwohl, Diana Keosayian, Blake Mackesy, Amjad Nazzal, Elizabeth Sullivan, Rhonda Waskiewicz, Adam Welch

- Meeting called to order by Adam Welch at 3:03 pm
- Adam introduced himself as the new faculty co-chair of the UAC.
- Minutes from October 14, 2013 approved, pending a minor revision (date).
- Rhonda has submitted the proposal to revise the UAC charge language in the Faculty handbook. Adam will attend the FAC meeting on November 14th to speak to the change.
- Brian provided an update on the status of programs tentatively identified to pilot curricular mapping.
 - No updates for the English program. Brian had left a voicemail with Dr. Kuhar. Rhonda will plan to schedule a meeting with Dr. Kuhar to discuss what participation in the pilot will entail.
 - Business will not be participating.
 - Rhonda suggested undergraduate Education. She will follow up with undergraduate Education faculty to see if they can participate in the pilot.
 - Dr. Kalim will be the point person for Engineering (undergraduate Electrical and Mechanical). Dr. Kalim is scheduled to meet with Amjad and Brian on October 29th.
- Adam reviewed with the committee the access they have to the 'University Assessment Committee' folder on the staff shares. Minutes, agendas and other items useful for assessment planning are and will be archived there.
- Adam and Brian reviewed the need for the University to respond to Middle States with updates regarding planning and assessment in the form of a **Periodic Review Report (PRR)** due June 1, 2015. A small committee has been formed to coordinate the effort.
- The 5 objectives of the PRR were reviewed – those most notable for the UAC are:
 - **Objective 2:** Provide adequate information to assess the institution's response to recommendations resulting from the previous evaluation; *(many of which concern assessment)*-and
 - **Objective 4:** Determine the current status of the implementation of processes for the assessment of institutional effectiveness and the assessment of student learning outcomes (Accreditation Standards 7 and 14).
- Adam noted that the UAC will need to ensure that these objectives are met.
- Brian led the committee through 'suggested improvements' made by the visiting team, relevant for ensuring improvements to assessment processes at Wilkes. An additional document, the recommendations that we made for ourselves in the 2010 Self-Study, is also archived within the University Assessment Committee directory on the staff shares. Brian had highlighted those items most relevant to assessment planning.
- Rhonda noted that several of the suggested improvements of the visiting team speak to the need for more visible, well-resourced support of assessment from institution. She noted that it is the UAC's responsibility to lobby for the appropriate resourcing of assessment. The committee agreed.
- Kayla had attended a recent 'student' session held by ABET accreditors on the Wilkes campus. ABET had based planned revisions to program partially on feedback from students. Kayla inquired about whether the UAC has plans to survey students about their academic experience (more specific to a disciplinary area than is covered via SRS). UAC response focused primarily on the committee's role in supporting that type of activity, but not direct involvement.
- Diana announced that she will be leaving Wilkes, her last day being November 15th. The UAC wished her well in her new position. Terri Wignot will be contacted to appoint a replacement 'assessment expert' for the committee.
- Adam noted that an 'every 2 weeks' meeting may not always be necessary.

Meeting adjourned at 4:15 pm

Next meeting: November 11 @ 3:00 in Fenner Hall