

University Assessment Committee (UAC) Minutes

November 11, 2013, 3:00-4:00PM, Fenner Hall

Attendees: Brian Bogert, Mike Garr, Kayla Gradwohl, Diana Keosayian, Amjad Nazzal, Phil Ruthkosky, Elizabeth Sullivan, Adam Welch, Ge Xiao

- Meeting called to order by Adam at 3:03 pm
- Minutes from the October 28th meeting were approved.
- Brian provided an overview of updates since the October 28th meeting.
 - Adam to attend FAC meeting on November 14th to speak to the change of the UAC charge for incorporation into the Faculty Handbook.
 - Expect Dale Bruns to appoint a CSE faculty representative shortly.
 - Brian spoke to Terri Wignot about Diana's departure. This may provide an opening for an 'assessment expert' to be added to the committee (to be appointed by the Provost).
 - Ge will contact Justin Matus about adding a graduate student representative to the committee from the MBA program.
 - Terri Wignot distributed an outdated 'Disciplinary Accreditation Schedule' to the Deans for updating. The schedule will be maintained by the UAC. Brian will integrate updates. This information should be useful for assessment planning.
 - Mapping (Course-to-Program Objectives) Pilot
 - Amjad and Brian met with Dr. Perwez Kalim regarding the participation of undergraduate Mechanical and Electrical Engineering (both ABET-accredited) in the pilot.
 - Dr. Kalim reviewed the documentation and assessment procedures used for maintaining compliance with ABET standards. Mapping is currently used for Mechanical and Electrical Engineering – although in a different way than in the Pharmacy program.
 - There may be no direct benefit to undergraduate Mechanical or Electrical Engineering by participating in the mapping pilot. Dr. Kalim indicated his willingness to speak with the UAC and/or other programs (particularly those in the sciences) about what Engineering does for ABET accreditation, should it provide ideas or a similar assessment framework for those programs.
 - Brian and Dr. Kuhar had not yet made contact by the time of the meeting to discuss the participation of the English program in the pilot. Brian will schedule a meeting with Dr. Kuhar to ensure that conversation happens.
- Adam and Brian provided a brief overview of assessment-related recommendations resulting from the 2010 Self-Study. The Periodic Review Report (PRR) due to Middle States by June 2015 must address our progress on recommendations.
 - Middle States accreditation standards 7 (Institutional Assessment), 12 (General Education), and 14 (Student Learning Outcomes Assessment) were addressed within the recommendations.
 - The committee started with a recommendation relevant for standard 7 (institutional assessment) – the need for ongoing assessment of the Student Services function – to “improve its functions, effectiveness, and efficiency for undergraduate, graduate, and employee processes”.
 - Following discussion of key questions, as well as possible metrics to use for assessment, it was determined that Adam and Brian would follow-up with Ming Lew (co-chair of 2010 Self Study) and Janine Becker (Executive Director of Student Services) to gain more clarity on both the recommendation made and assessment processes used by Student Services to address this recommendation.
 - Adam noted that the next meeting will focus on addressing other recommendations associated with standard 7/Institutional Assessment.

Meeting adjourned at 4:00 pm

Next meeting: November 25 @ 3:00 in Fenner Hall