University Assessment Committee Meeting Minutes
Wednesday, December 4, 2019
1:00-2:30pm
1022 North Engineering

Attendees: Alana Malik, Barbara Schneider, Nancy Staub, Lori DeShetler, Jackie Berger, Brian Kuhn, Laurie Mauro, Shannon Neumann, Michele Soliz, Julie Radwanski, Thomas Atwood, Brian Ashburner, Holly Monsos, Patricia Relue, Susan Pocotte, Shery Milz, Lynne Hamer

Office Updates
Service unit reports status update
- The latest status updates are on the website
- Still have a few reports that need to be completed/submitted/reviewed
- UAC group wants to look at the service unit reports – Alana will make copies to review and January 8th meeting will be spent reviewing those reports

Assessment Day has been scheduled for January 17th – Jennifer Harrison from UMBC will be coming to talk about Curriculum Mapping - in the Brady Center in Engineering
- Academic and Service Units will be combined for the event
- Invitation list compiled – all UAC, department chairs, service unit directors

Nancy Staub is going on sabbatical in January

Items for Discussion
Curriculum Maps that UMBC uses were used as templates to create new templates for UT
- All are electronic Excel files available on the Blackboard site
- They will be available on the Assessment website as well
- If a department already has one, it can be brought to the Assessment Day event
- (Handouts) Examples given for undergrad and graduate experiences as well as course-level map examples and a service unit map – these are just guides/examples, suggestions for changes are welcome – these are just templates/guides
- If you would like a course-level map for graduate courses, let Alana know and she can create one
- Suggestion: glossary of terms provided for those who are new to Curriculum Mapping
- Everyone will have access to these on the website by January, 2020

Core Curriculum Assessment Plan Draft
- Tom Atwood is now the UAC liaison to the Core Curriculum Meeting
- Alana Malik is the Provost Office representative
- Melissa Gregory, chair to the committee, requested the UAC to review the Assessment Plan draft

- Page 3 of 25-page handout – Goal 1: Communication (this document was the work of Holly Monsos, John Plenefisch, Scott Molitor, Brian Ashburner, Tony Edgington, Scott Hall and Kristen Keith – after a workshop on General Education)
  - Goals, competencies, student learning outcomes, performance indicators and aligned courses
  - This draft list was taken from the core list on the website
- Still need performance indicators – Core Curriculum Committee will work on these – the core course alignments are within the handout draft
- Core Curriculum Committee wants to look at the distribution of courses across the core
  - Are we assuring that students are getting instruction in the core?
- The next step was that the competencies and student learning outcomes, once finalized, would go to the Core Curriculum Committee for approval and then they would go to Faculty Senate
- If you think there are courses missing, email them to Alana

Forum with the Deans
- Proposing a half-day forum to be held with the Deans – around assessment
- To be able to show them the importance of assessment of student learning for the Higher Learning Commission criteria – and that that assessment of student learning be linked to planning, curricular changes and allocation of resources.
- Might be an opportunity to discuss Curriculum Mapping further with the Deans
- Deans might have some different ideas we have not heard before
- The duration of the forum will depend on the outcome and how much time it takes to get to that outcome + travel time for attendees
- Would like to show that the work we do on assessment retains students
- Really good assessment of student learning will help you decide how to change your curriculum
  - Faculty who go through the process of the UTC's Course Design Institute have students who do better in their courses after revising their courses than those before

Curriculum Mapping Timeline:

Action Item	Target completion date	Person(s) responsible	Status
Determine the purpose and scope	September 2019 UAC Meeting	UAC membership	Complete
Develop the template(s) and other developmental materials	November 2019 UAC Meeting	Alana Malik, with approval from UAC membership	In progress
Communicate plan with university leadership	December 2019	Barbara Schneider, with support from college liaisons	In Progress
Train faculty and staff to complete their maps-January	January	Alana Malik, with support from college liaisons	In Progress
Collect maps	April 30th	Individual Programs submit materials through online system	Not started
Provide feedback	By August 31st	College liaisons	Not started

Upcoming 2019 Meetings

UAC Meeting	January 8, 2020	1:00-2:30pm	North Engineering 1022
Assessment Day	January 17, 2020	9:00am-5:00pm	Brady Center, Nitschke Tech. Complex
UAC Meeting	February 5, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	March 4, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	April 1, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	May 6, 2020	1:00-2:30pm	North Engineering 1022