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

Attendees: Alana Malik, Barbara Schneider, Lori DeShetler, Brian Ashburner, Jackie Berger, Lynne Hamer, Michele Soliz, Matt Franchetti, Ashley Pryor, Laurie Mauro, Nancy Staub, Tom Atwood

Vice Provost Update
Service Unit program review
- Since the CAS speaker was here, discussions have taken place on how to handle external program review for service units.
- CAS Standards have been provided to the service units.
- There are no resources for assistance with program review outside of academic affairs.
- Advice from the President's office is that units outside of academic affairs will have to be financially responsible for their own self-studies and establishing their own processes.
- Alana, Barbara and Heather Huntley (Program Review Director) will meet to discuss how to move forward/next steps and within the next two weeks, hold a meeting with Flapp Cockrell on how to conduct program review for Student Affairs (the biggest number of programs), and then move on to other larger units, to help create a process and to see how our offices can assist.
- Gavin Henning's (CAS speaker) suggestion was for service units to conduct their own internal reviews to generate information/generate a self-study.

Assessment Office Updates
Representatives needed
- UAC representatives are needed from CISP (possibly Sara Clark) and Faculty Senate.

BCSSE
- Thank you to all who have encouraged students to take the survey.
- As of today, there have been 1,026 responses (43%).
- Closes on September 9th.
- There will be individual advising reports for every student who takes it – if you would like one, send Rocket IDs to Alana.

General Education – Core Curriculum
- Instead of conducting a random review of syllabi, like last year, this fall, we are reviewing all of the core curriculum general education syllabi and looking at 1) the required items for syllabi and 2) where assessments are common and where outcomes are the same/where outcomes are being mastered.
- Music was completed over the summer.

- The office has received a list from the registrar's office of students who have graduated to look at what percentage of students finished their core curriculum as required vs. how many had exceptions/changes/alterations to analyze.
- The checklist (which replaced the rubric) for syllabi is posted on the University Teaching Center website, along with all of the updated syllabus templates and guidelines. If there are updates made, they will be posted on the website throughout the year. An email went out to all faculty to notify them of the updated materials. http://www.utoledo.edu/offices/provost/utc/syllabus/ All UT syllabi should be created according to the templates, guidelines and checklist.

Curriculum Mapping
- The UAC leadership team met last week to try to answer the questions that folks have had.

What are we mapping and why?
- This is the required courses to program outcomes and program outcomes to institutional student learning outcomes.
- Will not be drilled down to the course outcome level.
- The 'why' is that we want this exercise to inform the assessment reports that are due in the fall. The goal is to get people to understand more about what is being asked on the reports.

Participation
- We want to make sure that faculty at all levels are involved.
- Hoping that these can be completed in the spring.

Which programs are going to participate?
- All active academic programs and any inactive programs that are intended to be reopened within the next 1-7 years. This includes active programs with no current students enrolled as well as new programs.
- Will be limited to academic programs, certificates and core curriculum programs. Excludes co-curricular.

With whom and how will the maps be shared?
- Shared with the UAC first.
- Should they be posted on the website? Most think it would be valuable to see other program maps.
- They will be utilized by the departments/programs to inform future assessment activities/reports.

Mapping Timeline:
1. Determine the purpose and scope – September, 2019
2. Develop the template(s) and other developmental materials – November, 2019
3. Communicate plan with university leadership – December, 2019
4. Train faculty and staff to complete their maps – January, 2020
5. Collect maps/maps due – End of the spring, 2020 semester (April 30th?)
6. Provide feedback – August, 2020

Upcoming 2019 Meetings

UAC Meeting	October 2, 2019	1:00-2:30pm	North Engineering 1022
UAC Meeting	November 6, 2019	1:00-2:30pm	North Engineering 1022
UAC Meeting	December 4, 2019	1:00-2:30pm	North Engineering 1022
UAC Meeting (or Retreat?)	January 8, 2020	1:00-2:30pm	North Engineering 1022
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 (or Assessment Day?)	April 1, 2020	1:00-2:30pm	North Engineering 1022
UAC Meeting	May 6, 2020	1:00-2:30pm	North Engineering 1022