



University Assessment Committee Meeting Minutes

Wednesday, December 2, 2020

1:00-2:30pm

WebEx Meeting

Attendees: Brian Ashburner, Tom Atwood, Lydia Cozier, Rachael Decker, Lori DeShetler, Matt Franchetti, Dan Hammel, Alana Malik, Laurie Mauro, Shery Milz, Holly Monsos, Ashley Pryor, Geoff Rapp, Patty Relue, Susan Pocotte, Michele Soliz, Jackie Thompson

Not present: Lynne Hamer, Brian Kuhn, Terribeth Moore, Shannon Neumann, Julie Quinonez, Amy Thompson, Tia Tucker

Welcome and Check-In: Holly Monsos – Welcome. The agenda and minutes and other documents were sent out to you a day or two ago.

Office Report: Alana – Hi everybody. Happy December. I hope everyone had a great Thanksgiving.

New Templates (word documents): CCI is supposed to start working on developing them in our tracking tool online this month with completion in April. For now you can work offline in the word document templates. Please forward the Word version of the templates to the people in your area that need them. Copies are available in Blackboard. I'd be happy to email them to you.

HLC 4B Draft – This is in Blackboard. It's a draft so we can still change it. The entire HLC assurance argument document includes all criteria that will end up being published for comment by the institution and people affiliated by the institution. I thought it would be good to give you an advanced copy of the section that is pertinent to our work. I added in a section regarding meeting with the deans on an annual basis regarding assessment starting in the spring. Please send me any feedback when your time allows.

Items for Discussion:

Needs Assessment Results- The survey has been summarized and sent to you. 12 (50 %) of the liaisons responded. We would like additional feedback if you have the time to complete the form. Comments: 1) October tends to be a bad month as far as having extra time to complete this. 2) Any deadline will be difficult to meet due to time constraints. 3) Many comments that there are several reports due at the same time throughout the college. There is very little agreement on what would be a good time. These results will be helpful to the deans when we meet with them.

Evaluation report deadline extension – The evaluation reports will frame the meeting with the deans. There are some areas that do not have results in yet. Write your report with the information that you have. What is a reasonable deadline to submit your reports? Comments: 1) 1st of the year. 2) Mid-January or start of spring semester. What about January 22? 4 – Yes.

January Retreat? The evaluation report deadline will be extended to January 22 so this date will be looked at and a new date will be sent to you.

Data to review? (Stay with just program data, or go back to other sources like NSSE, First Destination, etc.?)

If more than just program data, invite the University Retention Committee?

We will focus on the data we have for the year and look to have a joint meeting with the University Retention Committee at some point.

Meetings with the Deans and Service Area Leaders– You as liaisons will be at these meetings. The meetings will begin in January or February.

Topics to discuss? -

Evaluation report data

New report and plan templates

How to help develop understanding in the college

College support for assessment activities (Needs Assessment Results)

Roundtable Items for Discussion: Should we be working off the long report or short report? For now work off of the short report. The long report is where you use multiple years of data over time. The long report should be used at least once at the programs discretion within a 7 year program review cycle.

Thank you for coming today and we will see every again on January 6th.

Curriculum Mapping Timeline:

Action Item	Target completion date	Person(s) responsible	Status
Determine the purpose and scope	September 2019 UAC Meeting	UAC membership	Complete
Communicate plan with university leadership	November 2019	Barbara Schneider, with support from college liaisons	Complete
Develop the template(s) and other developmental materials	December 2019 UAC Meeting	Alana Malik, with approval from UAC membership	Complete
Train faculty and staff to complete their maps	January	Alana Malik, with support from college liaisons	Kick-off-Complete Individual help-In progress
Collect maps	April 30th Revised to September 15	Individual Programs submit materials through online system	In progress
Provide feedback	October 30	UAC liaisons	In progress

2020-21 Meeting Schedule:

- January 6
- February 3
- March 3
- April 7
- May 5
- June 2
- July 7

Fall Due Dates:

September 15 Curriculum Maps (deadline extended from April 30th)

October 15 2019-2020 Program/Service Unit Reports

October 30 Liaison feedback to individual programs on curriculum maps

December 15 2019-2020 Core Course Reports (deadline extended from June 15)

January 22 2019-2020 College/Division Evaluation Reports (deadline extended from November 2)