University Assessment Committee Meeting Minutes

Wednesday, July 8, 2020
1:00-2:30pm
WebEx Meeting

Attendees: Brian Ashburner, Tom Atwood, Lydia Cozier, **Matt Franchetti, Dan Hammel**, **Brian Kuhn**, **Alana Malik**, **Laurie Mauro, Shery Milz, Holly Monsos, Susan Pocotte, Ashley Pryor**, **Geoff Rapp, Patty Relue**, **Michele Soliz, Lisa Taylor, Jackie Thompson**
Not present: Lori DeShetler, Lynne Hamer, Terribeth Moore, Shannon Neumann, Julie Quinonez, Barbara Schneider, Valerie Simmons-Walston, Tia Tucker

Welcome from Holly Monsos. Everyone should have a copy of the meeting materials.

Welcome Dan Hammel: Dan is sitting on the committee for the College of Arts and Letters.

Alana - Office Updates
The Provost Office is in the midst of restructuring. When I get updates I will let you know. For now, all assessment questions come to me.

Policy Statement – Provost staff had a meeting two weeks ago, Legal Affairs feedback suggested removing language that can be procedural instead of actual policy. I took out a lot of the details. Provost suggested we create a procedure manual that would explain and define things more. The policy statement is being presented to the senior leadership team on the 15th.

Procedure Manual - Hoping to look at a drafted Procedure Manual today if time allows.

Voted in favor to approve Procedure Manual.

Templates - folks were asking for a sample of what a good template looks like. In my colleagues experience people close themselves off to other ideas when presented with a template. She didn't recommend a sample. Once we get through a cycle everyone has access to each other's reports.

Voted in favor to approve the short form report.
Voted in favor to approve the short form rubric.

CCI – Folks from IT has been helping us with the assessment tracking system – updates will follow.

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	Complete
Communicate plan with university leadership	November 2019	Barbara Schneider, with support from college liaisons	Complete
Train faculty and staff to complete their maps-January	January	Alana Malik, with support from college liaisons	Kick-Off Complete Individual help-in progress
Collect maps	September 15	Individual Programs submit materials through online system	In Progress
Provide feedback	Revision date?	UAC liaisons	Not started

Fall Due Dates:

September 15   Curriculum Maps (deadline extended from April 30th)
October 15   2019-2020 Program/Service Unit Reports
November 1   2019-2020 College/Division Evaluation Reports
December 15   2019-2020 Core Course Reports (deadline extended from June 15)

2020-21 Meeting Schedule

September 2   1-2:30pm   WebEx
October 7
November 2
December 2
January 6
February 3
March 3
April 7
May 5
June 2
July 7