



## University Assessment Committee Meeting Minutes

Wednesday, September 2, 2020

1:00-2:30pm

WebEx Meeting

**Attendees:** Brian Ashburner, Tom Atwood, Lydia Cozier, Lori DeShetler, Matt Franchetti, Brian Kuhn, Alana Malik, Laurie Mauro, Shery Milz, Holly Monsos, Susan Pocotte, Geoff Rapp, Patty Relue, Michele Soliz, Amy Thompson, Jackie Thompson, Cynthia Tierney, Tia Tucker

**Not present:** Lynne Hamer, Dan Hammel, Terribeth Moore, Shannon Neumann, Ashley Pryor, Julie Quinonez, Barbara Schneider, Valerie Simmons-Walston

**Welcome:** Holly Monsos, Welcome everyone and I hope that everything's been going well for you with the start of classes. We are going to hear from Amy Thompson about the provost office changes.

**Vice Provost Report:** Amy Thompson, Hi Everyone. It's nice to see everyone. First of all I'd like to say it's really nice to talk about something other than Covid19, so that's exciting for me. If you were not aware there has been some reorganization over the summer within the provost office so my position has changed from Vice Provost of faculty affairs to Vice Provost of academic affairs. Within my portfolio is assessment. Alana and I have started to meet and she is bringing me up to speed in terms of what she's been working on and, of course, the University Assessment Committee. So I am excited to come on board and attend these meetings and learn about the great work that your group has been doing. Cyndee Gruden has come onboard as Vice Provost of academic administration and faculty affairs. A combination between what would have been my previous position and also taking on some additional responsibilities; IR and HLC. We will be releasing a new org chart soon. Angela Paprocki has been moved in as the Provost Chief of Staff. The registrar's office is under my area. If you have any questions please feel free to reach out to me. I wanted to make you aware of those changes. I look forward to working with all of you. Thanks so much.

**Office Updates:** Alana, Hi everyone. I hope everyone had a great summer. I missed you in August but I am glad we had a break too. One thing we are really excited about is giving a special thanks to Cathy Zimmer, from the provost's office who works on the catalog, for posting all of the Program learning outcome statements online. Now when students go to look up a program of study or what a degree program will look like there's a tab on it that says learning outcomes and they can click on that for the learning outcomes for a particular program.

Template revisions-CCI plans to complete them by April 2021.

Engineering and Medicine to help with pilot program in the spring-Thanks Matt and Lori! Hopefully the time the rest of the programs are working the pilot program would have worked out its kinks.

Curriculum Maps deadline extended from April 30<sup>th</sup> to this fall. Please remind your department chairs to get those in by the September 15<sup>th</sup> deadline.

Liaison access-Shared folder on One Drive? Blackboard?

Where/how to store the data? Blackboard? Suggestion: One Drive folder with read only access.

Will start in One Drive and see how that works. These are due in September. Reports are due October 15.

What is a reasonable time for all of you to be getting feedback from the individual programs about their maps? Any feedback from my area (Sheri) on curriculum maps will be at the end of October. The committee voted to provide feedback on individual program curriculum maps by October 31<sup>st</sup>.

**Items for Discussion:**

Practice using the curriculum map checklist – will be helpful to Liaisons. The committee members reviewed an example curriculum map using the checklist developed last spring.

Website Revisions -

Frequently Asked Questions: We have been talking about how helpful it would be to have it on the website. There are examples of the questions. Please let me know if you have better ideas on what we need to have as questions and give me your feedback. We will continue to add to the questions.

Cindy will be helping me to update the assessment website. We are working through some pages to make it easier to navigate.

Proposed layout changes – Build a page for core curriculum, etc. I propose changing the menu items as an overview on the page itself. Everyone ok with switching up the website? Yes, putting it front and center makes more sense. Program review has their own page off of the main page from our office. I can add it in the menu to get to it quickly.

Letter to Deans – We talked about before Covid19 hit. We mentioned doing a retreat with the Deans but it won't take place since Covid19. We want to give them a summary of the basic meat of their report. A specific report for their own College. All of these are in Blackboard in the materials. Please give your feedback by September 7<sup>th</sup>. Service units have the same basic information. It is our hope to have the senior leadership use this information.

We had no items for discussion beyond what we've been discussing. The agenda that was sent out includes the curriculum mapping timeline.

If there is no other business to discuss from the committee members I motion to adjourn.

Thank you all for your time and attention during this WebEx meeting. I will see you all right here again in a month.

**Curriculum Mapping Timeline:**

| <b>Action Item</b>                                        | <b>Target completion date</b>                               | <b>Person(s) responsible</b>                               | <b>Status</b>                                    |
|-----------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------|
| 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<br>Individual help-In progress |
| Collect maps                                              | <del>April 30<sup>th</sup></del><br>Revised to September 15 | Individual Programs submit materials through online system | In progress                                      |
| Provide feedback                                          | End of October                                              | UAC liaisons                                               | Not started                                      |

**2020-21 Meeting Schedule:**

|             |         |
|-------------|---------|
| September 2 | March 3 |
| October 7   | April 7 |
| November 2  | May 5   |
| December 2  | June 2  |
| January 6   | July 7  |
| February 3  |         |

**Fall Due Dates:**

|             |                                                                  |
|-------------|------------------------------------------------------------------|
| October 31  | Curriculum Maps (deadline extended from April 30 <sup>th</sup> ) |
| 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)   |