Ron Opp reviewed the agenda, and thanked Lee Heritage for his devoted and conscientious service on the committee.

**Lee Heritage – Report Feedback Process**

- Lee reviewed a flowchart of the current processes:
  
  ![Flowchart Image]

  - Program Assessment Reports
    - College coordinators and teams review and provide feedback
    - College Assessment Reports
    - UAC reviews College reports and provides feedback based on rubrics, summary of work done, and notes any concerns
    - UAC Assessment Report to President, Provost, and Chancellor

- There was a discussion about getting feedback back to the colleges, and how to move forward on the UAC Assessment Report. The UAC Committee agreed on the following:
  - 07-09 and 09-10 feedback:
    - Will be given together as separate feedback, but with one cover letter that acknowledges changes that may have occurred between the two processes, and how this may benefit them in preparing for next year’s assessment report.
    - Will go to both the Dean and Assessment Liaison in each college.
    - Will come from both Ron (as chair of UAC) and Lee (as head of Assessment Report subcommittee).
    - The letter will request a response from the Dean and the Assessment Liaison in each college about how they plan to respond to suggestions for improvement to their assessment report.
This cover letter and assessment report feedback will go out the week of December 20th.

- 07-09 and 09-10 reports to the Provost, Chancellor, and the President will be kept separate
- The Assessment Report Subcommittee will present feedback to the UAC for discussion at their January meeting.
- Lee Heritage will draft a summary of this feedback.

Connie Shriner suggested that a new column be added to next year’s University Assessment Matrix to capture how each college had addressed the suggestions for improvement it had received from the UAC.

**Connie Shriner – Criterion III Self Study Update**

- Connie went over some of the HLC language and talked about how the evolution from 07-09 to the 09-10 assessment process fits with the HLC guidelines.

**Penny Poplin Gosetti – Debriefing on Assessment Meeting**

- Penny has been asked to hold a second session in January (Jan. 18th from 10:30 – noon or 11 – noon)
- At the last meeting, she did not get to give a status update, and our responses to the focused visit on assessment from the last HLC site visit.
- The January UAC meeting will focus on responsibilities, where we’re at, and what needs to be accomplished.
- Heather Johnson Huntley will be contacting each Assessment Liaison asking for details about processes and support within their college.
- There is a need for educating other groups, including the Board of Trustees members and senior leadership, about their roles and responsibilities in monitoring and supporting university assessment initiatives. Additional suggestions were made by the group:
  - Invite college assessment committee members to the January presentation.
  - Hold a separate meeting for college assessment committee members (in addition to the January presentation).
  - Include exemplars (with commentary) of how the process works – the UAC Assessment Report committee should forward these exemplars to Penny.

**Steve LeBlanc – General Education/Core Curriculum**

- There was some question/discussion about which term is correct. Steve explained that the name is an issue because it relates to subsidies/funding.
- From information gathered last spring, 164/189 of syllabi are missing at least one guideline for the core.
- Most of the student materials submitted to the Core Curriculum are unusable for assessment purposes, typically because there is no “closing of the loop”.
- Steve gave statistics of Gen Ed to suggest that its sheer size makes assessment a challenge.
  - Fall 2010 stats: 192 courses, 1105 sections, 34,000 students, 441 instructors (275 of those are part-time)
  - Spring 2011 stats: 191 courses, 958 sections, 28,000 students
- We are currently trying to assess 7 areas/38 student learning objectives. Steve suggested that the number of outcomes we assess should be decreased to a more manageable number. He also suggested that the university move to programmatic assessment of the core (as done at the University of Cincinnati.)
• This will be on the agenda of several upcoming meetings, and we will revisit the topic of assessing our general education program in January.

Penny Poplin Gosetti – Committee Membership
• With the reorganization, representatives from the new colleges will be joining the committee in the spring semester.

The next UAC meeting is scheduled for January 19, 2011, 1 – 2:30 p.m. in GH 3100C.