UAC Meeting Minutes
March 31, 2010
GH 3100C

Members Present: Terribeth Gordon, Sunday Griffith, Noela Haughton, Shanhe Jiang, Bin Ning, Ron Opp, Bruce Poling, Penny Poplin Gosetti, Marlene Porter, Seth Powless, Barbara Schneider

Members Absent: Susan Batten, Llew Gibbons, Lee Heritage, Patsy Komuniecki, Steve Leblanc, Laurie Mauro, Ben Pryor, Connie Shriner, Peg Traband, Jeff Witt

Introduction of New UAC Member

Sunday Griffith, the chair of the University Survey Committee, was introduced as a new member of the UAC.

Accreditation-Year Policy for Assessment Reports

Penny Poplin Gosetti led a discussion of a proposed policy for allowing colleges during their accreditation year to turn in the assessment part of their college accreditation report as their college’s assessment report. After much discussion, the committee unanimously approved the following policy:

*College Assessment Reports will be completed at the end of each academic year and submitted to the Office of the Main Campus Provost, no later than October 1st of the following academic year.*

*During a College’s accreditation, the College may submit its self-study in place of an assessment report for the academic year in which the self study was completed and submitted to the accrediting body.*

Collegiate Learning Assessment (CLA)

Bin Ning discussed the need to find 100 seniors who took their general education courses at UT to complete the CLA test before April 9th. Seth Powless in Business and Shanhe Jiang in HSHS volunteered to help find seniors in their respective colleges who would be willing to take this test. Immediate help is also needed from the other college assessment liaisons.

Assessment Plan Review Committee

Ron Opp provided an update of the activities of the Assessment Plan Review Committee in the absence of Laurie Mauro, the committee chair. Twelve of 15 unit assessment plans have been reviewed by teams of two committee members. The three remaining units to be reviewed are Core Curriculum, Distance Learning, and University Surveys. All three remaining units have indicated that they will be turning in their assessment plans by Friday, April 9. All assessment plans can be found on the UT Assessment website at: [http://utassessment.utoledo.edu/Assessment_Plans/Assessment%20Plan%202009/Default.aspx](http://utassessment.utoledo.edu/Assessment_Plans/Assessment%20Plan%202009/Default.aspx)

Assessment Report Review Committee

Bin Ning provided an update of the activities of the Assessment Report Review Committee in the absence of Lee Heritage, the committee chair. Six out of 15 units have been reviewed by teams of two committee members. These units include Business, Education, Engineering, HSHS, Law, and Medicine.
The committee is awaiting the receipt of assessment reports for the following units: A & S, Core Curriculum, Distance Learning, Library, Nursing, Pharmacy, Student Affairs, University Surveys, and UTLC. All remaining assessment reports will be reviewed by the end of the spring semester.

All assessment reports can be found on the UT Assessment website, but they are now password protected, so that they are not available to the general public.

**HLC Criterion III Committee**

Bruce Poling provided an update of the activities of the HLC Criterion III Committee in the absence of Connie Shriner, the committee chair. He indicated that this committee needs to have an executive summary of the activities of the UAC Steering Committee, the Assessment Plan Review Committee, the Assessment Report Review Committee, and the Training and Development Committee to include in their section of the self-study report. The relevant committee chair will be responsible for writing an executive summary of its committee’s activities by the end of the spring semester. The Criterion III Committee will be meeting regularly over the summer to begin writing its section of the self-study report, and will have a report completed by the end of the fall semester.

**Unit Assessment Updates**

Bin Ning discussed his impressions as a recent HLC site visit reviewer at Purdue University. Based on his impressions from this site visit, he recommended that all UT assessment plans and reports should be available at the program as well as at the department and college levels. Penny Poplin Gosetti indicated that we will be discussing this recommendation at the next UAC meeting.

Barb Schneider discussed a plan to move English 1102 to the sophomore year, in order to encourage more writing over the course of a student’s experience at UT. Marlene Porter discussed the implementation of an online survey that they have implemented with library users to gauge usage and satisfaction with library services.

**Remaining Spring Semester UAC Meetings**

There are two UAC meetings remaining for the spring semester in GH 3100C from 1 to 2:30 pm:

April 21st

May 12th

The meeting was adjourned at 2:30 pm