University Assessment Committee Meeting – October 5, 2011

Attendance:
Brian Ashburner
Jamie Barlowe
Anthony Edgington
Amy French
Peggy Fritz
Terribeth Gordon Moore
Kay Grothaus
Heather Johnson Huntley
Barbara Kopp Miller
Steve LeBlanc
Laurie Mauro
Scott Molitor
Holly Monsos
Susan Pocotte
Penny Poplin Gosetti
Marlene Porter
Rebecca Schneider
Connie Shriner
Linda Smith
Suzanne Spacek

Assessment Reports Update/Roundtable – Connie Shriner
- We went around the room so everyone could report the report status for their college/unit.
- Members of the Report Committee (chaired by Connie Shriner) were confirmed. Members are: Brian Ashburner, Jamie Barlowe, Steve LeBlanc, Barbara Schneider
- Any outstanding reports should be turned in to Connie Shriner by the end of the day Monday, October 10th. Liaisons should not wait on individual departments at this point.

Vice Provost Report – Penny Poplin Gosetti
- Penny gave an update on the minimum expectations that HLC will require with their revised process, which will begin in February 2012.

Report Repository and Accessibility – Penny and Barbara Kopp Miller
- A shared folder (Assessment) is being created on the Z drive. Within this assessment folder will be sub-folders for the following:
  - College/Unit Summaries
  - Each individual college/unit will have a folder for individual reports
  - Prior College Assessment Plans
- An email will be sent once the folders are set up and UAC members have been given access.
- Mac users expressed their concerns with difficulty in accessing the Z drive. Anyone can access the Z drive through any Internet browser, by typing in https://zdrive.utoledo.edu.

Website Update – Marlene Porter
- Marlene distributed updated screenshots of the website. She expects it to go live soon, and then we can update it.

Training and Development Update – Scott Molitor
- The group will be meeting this Friday to determine a training schedule. Training topic ideas include:
  - Process for developing measurable student learning outcomes
  - Strategies for assessing student learning outcomes
  - Assessment for service units

Reminders:
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✓ All UAC members should block their calendars for all day Feb. 27 – 28. This is when the HLC site team will be on campus. We will likely schedule a time for them to meet with the committee, but team members can choose to change the schedule at the last minute.

✓ Next meeting: Wednesday, November 2
  1:30 – 3 p.m.
  GH 3050