University Assessment Committee Meeting – November 2, 2011

Attendance:
Jamie Barlowe
Peggy Fritz
Kay Grothaus
Heather Johnson Huntley
Barbara Kopp Miller
Laurie Mauro
Scott Molitor
Susan Pocotte
Penny Poplin Gosetti
Marlene Porter
Terry Romer
Barbara Schneider
Rebecca Schneider
Connie Shriner
Linda Smith
Suzanne Spacek

Vice Provost Report – Penny Poplin Gosetti
- Penny gave a brief summary about the history of assessment of UT. Much of this information will be covered in the response to our last HLC visit, which will be distributed to UAC members.
- Cyclical program review process will begin the week of November 7th. Timeline needed to work around HLC site visit dates.
- Assessment plans must be accessible through each college’s website. All ‘current’ plans will be sent to the appropriate liaison, and UAC leadership will work with liaisons individually regarding updates. After discussion, it was determined that the plans will all be posted on the new Assessment website. Each college must have an assessment page active by December 15th. This site should include the following:
  - a link to their plan (on the Assessment website)
  - information on college assessment committee(s) – structure and committee members

Assessment Reports Update – Connie Shriner
- Preliminary reviews have been completed by the committee. Letters to the deans/liaisons will be sent by the end of November. (Feedback on summaries will still go to deans, with a request that the information be distributed to faculty.) Report to the Provost and Chancellor will be sent by January 1st.
- Susan Pocotte and Scott Molitor gave PowerPoint presentations on their assessment reports. Scott’s presentation is available on the Z drive (Z:\Provost\Assesment\College of Engineering) for all UAC members to view.
- Barbara Kopp Miller sent around a sign-up sheet. Each liaison should sign up for a date to present their summary/report to UAC.

Website Update – Marlene Porter
- The revised/updated/new University Assessment website is now up and running, and Marlene provided a demonstration of it. Note the banner for all the pages, the new email address and the right-hand menu for lower level pages. An “Assessment Plans” link can be placed on the right-hand menu once they become available to post.

Meeting Schedule Updates – Barbara Kopp Miller
- The meeting schedule has been updated for January and February 2012 so that we can prepare for the HLC site visit. The HLC site visit schedule has not been set, but the UAC will most likely be asked to meet with team members.
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- Schedule updates:
  - Meeting cancellation: February 1, 2012
  - Meeting additions (1:30 – 3:00 in GH 3050)
    - Wednesday, January 25\textsuperscript{th}
    - Wednesday, February 8\textsuperscript{th}
    - Wednesday, February 22\textsuperscript{nd}

Reminders:

- If you haven’t done so already, please put all program/unit reports in your appropriate folder on the Z drive.

- Next meeting: Wednesday, December 7, 2011
  1:30 – 3 p.m.
  GH 3050