University Assessment Committee Meeting – December 7, 2011

Attendance:
Brian Ashburner
Tony Edgington
Peggy Fritz
Heather Johnson Huntley
Barbara Kopp Miller
Alana Malik
Laurie Mauro
Scott Molitor
Holly Monsos
Susan Pocotte
Penny Poplin Gosetti
Terry Romer
Rebecca Schneider
Connie Shriner
Linda Smith
Suzanne Spacek

Vice Provost Report – Penny Poplin Gosetti

• Deadline for the university assessment report has been extended so that the UAC members can review it at the January meeting.
• Welcome to Alana Malik, who will now be representing the Division of Student Affairs on the UAC. Suzanne Spacek will continue to serve on the UAC as representative for UT Learning Collaborative and the Center for International Studies and Programs.

Training and Development Update – Scott Molitor

• Prior to the meeting, Scott distributed PowerPoint presentations to the group via Epsilen.
  Training topics of the presentations are:
  - Overview of the assessment process
  - Program goals and constituents
  - Developing student learning outcomes
  - Assessment of student learning outcomes
  - Outcomes assessment for service units

  Please review the presentations and send suggestions/feedback to Scott.

  UPDATE: These presentations have also been placed on the Z drive. They can be found at Z:\Provost\Assesment\Training.

• Additional training topics/methods were discussed. Ideas included: providing information at the department chair level – suggesting that the Provost reinstitute PDAA and include assessment as a part of this; results from the college/service unit reports could be translated into additional presentations to groups; provide practical information (rather than big-picture) at new faculty orientation.
• Any training, either via website or meetings, needs to be marketed. Ideas discussed included: an article in UT News; a mention in the president’s weekly video message; announcements and/or discussion at Assistant/Associate Deans meetings; announcements at Grad Council and Faculty Senate; lunches.

Assessment Reports Update – Connie Shriner

• The committee has divided up all college/service unit reports so each report has a primary and secondary reviewer. Reviewers are providing feedback which will go into template letters. The committee is meeting next week to review the letters, and anticipate this work to be completed by the end of December.
• Discussion – College letters can be put on the Z drive for any UAC member to review. It was decided that the complete UAC does not need to approve each individual letter prior to them being sent out. The letter template was reviewed by the group and suggestions were provided. This template will be used as the basis for all college/service unit letters.
• Suzanne Spacek and Connie Shriner gave PowerPoint presentations on their assessment reports.
• Barbara Kopp Miller sent around a sign-up sheet. Each liaison should sign up for a date to present their summary/report to UAC.

Template for service unit assessment plans
• All academic colleges have or are developing assessment plans. The UAC needs to discuss if service units should also be required to have assessment plans. This discussion was tabled until the next meeting, due to time constraints.

Meeting Schedule Updates
• At our next meeting, we will go over the university assessment report
• Additional meetings have been scheduled to prepare for the HLC site visit. The UAC will meet with the HLC site team. Details of this meeting (including date and time) have not yet been set since we still do not know our site team leader.
• Meeting cancellation: February 1, 2012
  o Meeting additions (1:30 – 3:00 in GH 3050)
    - Wednesday, January 25th
    - Wednesday, February 8th
    - Wednesday, February 22nd

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, January 11, 2012
  1:30 – 3 p.m.
  GH 3050

✓ Additional meetings updates for January/February:
  o Meeting cancellation: February 1st
  o Meeting additions (1:30 – 3:00 p.m. in GH 3050):
    Wednesday, January 25th
    Wednesday, February 8th
    Wednesday, February 22nd