University Assessment Committee
Meeting Minutes
February 16, 2011
Gillham Hall 3100C
1-2 PM

Members Present: Ron Opp, Scott Molitor, Marlene Porter, Peggy Fritz, Holly Monsos, Suzanne Spacek, Laurie Mauro, Susan Pocotte, Thea Sawicki, Connie Shriner, April Dix.

Report Feedback Process
Ron Opp brought the committee up to date on the status of the University Assessment Report that will be given to the President, Provost, and Chancellor. He stated that he had written a first draft and turned the process of revising and completing the report over to the Assessment Report Committee co-chairs, Connie Shriner and Barbara Kopp Miller. Connie Shriner provided an outline that detailed what the final report would include and asked for input from the committee. There were suggestions from various members to discuss the assessment planning process in addition to the reporting process, that assessment needed to be included in the university’s strategic plan, and to make the report’s conclusion an abstract of the report.

Ron Opp also updated the committee on the status of the report letters going out to each college dean. The letters are in the final stages of review. Each letter will be sent to the dean with the assessor feedback from the 07/09 and 09/10 reports.

UT Self Study Report
The University of Toledo Self Study Report has been posted on the self-study website for public feedback. At the time of this update, there had been no faculty comments on the report. The ability to provide feedback will be available through the month of February, before it is revised with any feedback given and written with one voice. The members of the UAC will be asked to review the Criterion IIIa section of the report.

Collegiate Learning Assessment (CLA)
Ron Opp gave a brief review of the process that was being used to recruit the students needed to complete the assessment. Each college is responsible for recruiting ten students to participate. Scott Molitor suggested approaching the ROTC program for participants in the future.

Committee Membership
The committee took a moment to introduce themselves to each other for the benefit of the new members. The new members in attendance were Peggy Fritz, liaison for the College of Adult
and Lifelong Learning; Susan Pocotte, liaison for the College of Graduate Studies; and Holly Monsos, liaison for the College of Visual and Performing Arts.

**Training and Development**
Ron Opp mentioned the training and development events that are hosted by Learning Ventures. He suggested the liaisons encourage all college assessment committee members and all program coordinators attend these workshops. The group was asked if they had any suggestions for future workshops. The offered suggestions were to run the workshops again in March and April to coincide with the distribution of the letters to each college, to have workshops that explain what assessment is and how to assess, and possibly bringing the workshops to each individual college dean to assure that all colleges are on the same page.

**Assessment and Accreditation Packet**
Ron Opp had the members of the committee look at the assessment and accreditation packets that were distributed at last month’s meeting. He asked that members read the information and come to next month’s meeting with a list of what was said in the 04 assessment plan and in the 05 focus visit report to see what has and has not been done. Some of the initial observations that were shared were: how is a culture of assessment being built at The University of Toledo, how are we assessing the core curriculum, and how is assessment information being disseminated to students.

**Next UAC Meeting**
The next meeting of the University Assessment Committee will be March 16th from 1 to 2:30 pm in Gillham Hall 3100C.