University Assessment Committee Meeting – August 19, 2011

Attendance:
Brian Ashburner
Jamie Barlowe
Peggy Fritz
Llew Gibbons
Sunday Griffith
Kay Grothaus
Heather Johnson Huntley
Steve LeBlanc
Laurie Mauro
Barbara Kopp Miller
Holly Monsos
Susan Pocotte
Penny Poplin Gosetti
Marlene Porter
Terry Roemer (for Suzanne Spacek)
Barbara Schneider
Rebecca Schneider
Connie Shriner

Vice Provost Report – Penny Poplin Gosetti
• The committee charge has been approved by Provost McMillen.
• Penny and Barbara Kopp Miller are finishing up the response to HLC regarding assessment concerns from the previous HLC visits. They will distribute to the group once complete.
• Penny passed out a draft letter to all deans, and the group discussed. The letters will be sent out this week.

Training and Development Update – Barbara Kopp Miller for Scott Molitor
• A series of workshops have been scheduled regarding the core competencies. Check your email for details. Barbara Kopp Miller will attend.
• The committee is working on more educational opportunities to meet faculty needs.

Website Update – Marlene Porter
• A screen shot of the new assessment website was distributed. Email additional ideas to Marlene at marlene.porter@utoledo.edu.
• A definition of assessment was distributed. The team would like to include this definition on the assessment website.
• A motion was made and approved to request that the UAC have permission to change/update the new assessment website.

Assessment Reports Update – Connie Shriner
• Reminder: due date is October 1st. Reviews will begin immediately after that so that information can be included in the UT Self Study.
• A review template is being developed.

Graduate New Course/Program Form – Susan Pocotte
• Graduate Council Executive Committee meets next week, so Susan will request that this be included on the agenda.
• Penny will talk to Marcia King-Blandford about how this change could get into the electronic system at the university level.

Meetings for 2011-2012 Year
• Will be scheduled for the 1st Wednesday of each month. Confirmation and location will come via Outlook meeting request.
• Leadership meetings will be scheduled as well, and sent via Outlook.

Action Items for Committee Members:

✓ Email Barbara Kopp Miller the following information asap:
  o Does your college/unit have an assessment committee?
  o If no, are their plans for one in the future?
✓ 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.
✓ At the next meeting: each liaison should be prepared to update the committee on submissions for your college.