
Introductions

Vice-Provost Report-Interim Provost John Barrett

John Barrett commented on his continued commitment to assessment initiative and the committee as he transitions to his new role as the Interim Provost. He stated that he will name a new vice-provost to oversee assessment, accreditation and program review in the next couple of weeks.

He stated that he is advocating for his former position as vice-provost for faculty relations and accreditation, assessment and program review be separated into two roles, in order to create better alignments for efficiency.

Examples of assessment initiatives that will continue to be fully supported by the Provost’s office include the appointment of Chris Roseman as the Faculty Assessment Representative appointment for 2014-2015, and supporting a working group of faculty members from the College of Communication and the Arts attending the HLC assessment workshop this fall.

Scott Molitor stated that it is always helpful to have someone at the vice provost level advocating for this committee.

UAC Chair Report-Marlene Porter

Service Template revisions- Chris Roseman, Susan Pocotte, Sue Ann Hochberg, Marlene met this week to review the document. Noted changes in the template were the name from service unit to academic support activities, and listing the types of stakeholders.

Scott Molitor requested that the committee remove part four from the service unit plan because it requests action(s) at the university level, and is a more appropriate question for the report template.

Llew Gibbons requested clarification on the definition of external stakeholders for service units. Scott Molitor provided the examples of academic advisors and career counselors. Virginia Speight and Alana Malik mentioned parents and student organization advisors as other examples.

Laurie Mauro questioned if the plans would be limited in page length. Marlene Porter responded that it should be complete with no limitations as to its length. It will be uploaded to the UAC website once completed. The plans are not intended to be revised yearly, but only as needed.

Marlene Porter called for a vote to approve the service unit template revisions. Scott Molitor made the motion, Barb Kopp Miller seconded the motion. The motion was approved.
Chris Roseman reminded the committee that academic support activities include more than just measures of student satisfaction. Liaisons will need to continue to distinguish between service satisfaction versus academic support activities that impact student learning.

Scott Molitor provided an example from engineering. It includes career services because they have a co-op component that supports the academic component of the student experience.

Llew Gibbons stated that it is a college by college/program by program decision to define what outcomes are appropriate for the assessment of their areas.

It was noted that the template could remove the list of support activities from page 1 of the assessment report, as the list appears in the planning document.

Marlene will make the noted corrections to the templates and upload them to the UAC website.

_She also reminded the group that the deadline for both the plans and the reports is October 1st, 2014._

**Office of Assessment Report-Alana Malik**

Blackboard Outcomes-The pilot from spring semester was not as successful as we would have liked it to be in order to move forward in opening up the features to more programs. The issues were technical difficulties that the UT Blackboard administrators are continuing to work with the company to resolve. Tony Edgington had been piloting the program in selected sections of English Composition. The Art History program dropped out of the pilot before the end of the semester. Barb Kopp Miller stated that the initial and ongoing training and support provided by Blackboard for the Outcomes features did not meet our expectations.

_General Education-Alana Malik has been collecting and organizing the general education assessment reports that were due on June 30th for each general education course taught in the spring semester. Scott Molitor suggested adding an additional award from the UAC for the general education report submissions._

Scott Molitor also explained to the group to remind the departments not to wait for us to tell you that your recommendations should move forward. He also suggested that when we review our academic program review reports, we should identify the program outcomes are supported by general education. It is a second level of review and in some ways a more important review. Degree programs are the customers of general education. Barb Kopp Miller noted that this approach is what HLC is expecting us to do. It was suggested that the question could be added to the second liaison report as an additional question-Did the individual departments note any deficiencies in their students’ performance that should have been addressed in the general education curriculum. Kim Pollauf noted that transfer students coming from different institutions are an example of how general education courses impact academic programs. Are the courses comparable? What schools are best aligned with the intended outcomes we cover in our general education courses?
New GA-Mingyang Liu, former volunteer intern from 2013-2014, will serve as the graduate assistant for the Office of Assessment Accreditation and Program Review for 2014-2015.

Ball State University information request-A colleague from Ball State University contacted the Office of Assessment, Accreditation, and Program Review requesting examples of course evaluations that address course rigor. The College of Nursing and the College of Adult and Lifelong Learning address rigor in their course evaluations. Deborah Mattin and Kim Pollauf offered to email Alana Malik a copy of their evaluation templates.

HLC Criterion 4 Report-Barb Kopp Miller

Barb Kopp Miller is chairing the HLC Criterion 4 committee as the institution prepares for the next HLC on site visit, April 11-12, 2016. It will be a standing item on the UAC agenda. Spaces are still open if people are interested in serving on the committee. The group is meeting again in a couple of weeks to review the HLC documents and begin planning. The full draft of the assurance argument is to be complete by next summer. Data will be collected in the fall, and the majority of the writing will take place in the spring.

Discussion-Marlene Porter

Academic Report Rubric-The committee reviewed the academic report rubrics that Scott Molitor drafted and emailed to the group. He requested his college submit their reports by the end of May and used their reports to draft the rubric. Holly Monsos stated that part three of the plan rubric needs to be more about process of how to make changes that focused on the results. Scott Molitor will revise the rubric and send Marlene Porter the new text. Sue Ann Hochberg noted that the committee will need to provide rubrics for the service units. Alana Malik and Marlene Porter will work to develop a draft of the rubric for the service units. Llew Gibbons noted that if the UAC members are unclear of the expectations of the reports and plans, it will be difficult for individual programs and service units to complete the reports without more guidance. Individuals programs will need instructions for how to interpret the language and intention on the report/plan templates. Part 5 of the report does not need to be evaluated by the rubric. Barb Kopp Miller stated that the liaison report will include the rubric ratings and the compiled list of university support needs from the individual programs/service unit submissions. Marlene Porter noted that the corresponding rubrics should be attached to the report and plan templates as in the past. Marlene Porter called for a vote to approve the academic program rubrics with changes, and to add them to the website with the report and plan templates. Scott Molitor made the motion and Chris Roseman seconded the motion. The motion was approved. Marlene Porter noted that work was needed on the liaison report templates.

Vice-Chair for 2014-2015-Marlene asked for a volunteer. Scott Molitor requested more information about the expectations of the position. Marlene Porter stated that she helped out the chair a lot through emails in setting the monthly agendas, and responding to questions and concerns throughout the year. She also maintains the website. It is intended for the vice-chair to move into the chair position
Minutes

for the 2015-2016 academic year. Scott Molitor offered to serve as vice-chair for 2014-2015, but noted that he would be unable to serve as the chair for 2015-2016. Chris Roseman offered to step in as chair for 2015-2016. It was noted that not all members were in attendance and perhaps others may be interested in serving in the vice-chair role. Marlene Porter suggested that the group hold off until September to pick the next vice chair and email the membership to offer the opportunity to everyone.

Annual report-Barb Kopp Miller stated that the work that was completed in the past year provided valuable data, but it is not necessary to collect that much data every year. The work will continue as a comprehensive state of assessment report to be collected at regular intervals to coincide with HLC on-site visits. Chris Roseman noted that a schedule is needed of when to collect the comprehensive assessment data. Barb Kopp Miller suggested the next one follow two years after the next HLC visit. (HLC visit 2012, report 2014, next HLC visit 2016, next report 2018). The annual report will be completed in July with the addition of a section summarizing the Awards process and banquet, Barbara Walvoord workshops and subsequent recommendations for action including the new Faculty Assessment Representative position, and elevating the influence of the committee to provide fiscal recommendations based on assessment data. It was suggested that the annual report also move from a calendar year report to a fiscal year report.

Awards-Marlene Porter reviewed the process from the past two cycles noting that two awards were presented, one for a service unit, one for an academic program. She suggested that the UAC have a standing committee for the awards and banquet. Tony Edgington asked if the vice-chair would serve as the leader of the group. Marlene noted that she lead the group this spring. Barb Kopp Miller suggested that the banquet format and speaker become an annual event. The UAC would like to see the provost continue to support that event. Scott Molitor reminded the group that the question about award nominations needs to remain included on the liaison report. He also suggested that the group consider adding an award for general education. Marlene noted that in the past, the awards review committee has not had specific criteria to judge submissions. Llew questioned if it was possible for the colleges with more than one program to give award certificates to programs internally. Laurie Mauro stated that it is difficult to compare accredited versus non-accredited programs. Barb Kopp Miller stated that she would like to see an award for most improved non-accredited program. Laurie Mauro also noted that we do not address course-based assessment. Marlene asked for volunteers to serve on an awards committee. Chris Roseman, Tony Edgington, and Alana Malik agreed to serve on the committee.

Barb Kopp Miller stated a need to rewrite the mission of the committee because the Provost has added recommendations for resources to the charge of the committee.

Updates round table-none.