

MEETING MINUTES

Committee Name: University Assessment Committee

Meeting Date: March 10, 2022

Time/Location: 9:00 – 10:00 AM /Zoom

Present: Amber Johnson, Soizik Laguette, Alex Pokornowski, Sarah Sletten, Tim Burrows, Karina Knutson, Karyn Plumm, Amanda Moske, Frank Bowman

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GENERAL ITEMS

1. Call to Order – Amber 9:03 am
 - a. Still no BPA rep- this vacancy will not count against the quorum
 - b. Clarification from Karyn in regards to quorum – 2/3 of VOTING members total needed to hold a meeting (we have 12 voting members, 8 people is quorum)
 - i. Meeting attendees can be anyone, does not need to be only voting members, can be non-voting to help meet the quorum
2. Announcements- Amber
 - a. none
3. Additions to the Agenda – Amber
 - a. none
4. Approval of Minutes – Amber
 - a. February 28, 2022 – Tim motion, Frank second -- approved
 - b. February 14, 2022 – Sarah motion, Tim second -- approved
 - c. January 24, 2022 – Tim motion, Sarah second -- approved

STANDING ITEMS

5. Reviews to the reconciled – Tim/Amber
 - a. None of the programs listed below needed to be brought back to committee. All reconcilers were in agreement. If approved, will be sent back to the programs.
 - a. Educational Studies (MS)
 - b. Higher Education (MS and PhD)
 - c. IDT Grad Cert in eLearning
 - d. Public Health Education (BS)
 - e. Rehabilitation and Human Services (BS)

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- f. Autism Spectrum Disorder- grad cert
 - g. College Teaching- grad cert
 - h. Composite Science (BS)
 - i. Early Childhood Education (MS)
 - j. Educational Leadership (MEd)
 - k. Educational Practice and Leadership (EdD)
 - l. Elementary Education (BS)
 - m. Middle Level Education (BS)
 - n. Special Education (MEd)
 - o. Special Education (MS)
 - p. Dietetics (BS)
 - q. Social Work (MSW)
 - r. Disability Services
 - s. McNair Program (TRIO)
- b. Tim motion to approve, reconcile and send back to departments. Karyn seconded. -approved

6. Remaining Reviews

- a. See: Assessment Teams > Files > Teams > [2021-2022 Program Review status](#)
 - i. A new column was added to identify which team member had completed their reviews. This list will be updated on a weekly basis through the end of the academic year.

OLD BUSINESS

7. Master Program Review schedule online vote

- a. See Tim's email for clarification regarding the proposed change
- b. Bylaws change: timeline overview, remove tables (section 3) to reflect alignment with Program Review; update assessment methods to align with ES approvals
 - i. Tim will update the document (with Track changes); Karyn will review. Share with Amber.
 - ii. Amber will send out to the group- vote at next meeting
 - iii. Discussion: is every 5 years of review too long of a time period between? Can review departments more frequently if requested. Annual reports will still be required to submit each year.
 - iv. Discussion: Should the reviews include all data from most recent UAC review? (3 years back)
 - v. Ask a summary question about changes since last UAC review? Would be an addition to the template and rubric. Karina and Tim will figure it out in Taskstream for future use.

8. University Charge Change

- a. Committee membership- more consistent representation? All Senate committees have a 3 year commitment.

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- b. What do we do if someone isn't attending/pulling their weight? Must communicate with Committee on Committees. How do we better emphasize faculty service on committees? This is an ongoing issue for other Faculty committees. Backup faculty identified for committee involvement?

NEW BUSINESS

9. Essential Studies rewrite (Assessment Plan) will update to align and approve (see above 7b)
10. Discussion: new courses being developed, how does Assessment planning align with the process?
11. Future meeting dates
 - a. Be sure to update Outlook calendars. Struggling to find a meeting date/time. Calendars will be used instead of relying on doodle surveys.
 - b. Amber will send out a calendar appointment for next meeting- approx. 3 weeks

FOR NEXT MEETING

12. ES changes – overview for UAC (Tim and Karyn)
13. Changes to Bylaws/ University Assessment Plan vote
 - a. Review timeline
 - b. Assessment Methods – alignment with Essential Studies changes
14. Membership for next year – identify who is rotating “off”

ADJOURN: 9:48 am

Next Meetings: ~~March 28, 2022~~
~~April 11, 2022~~
~~April 25, 2022~~
~~May 9, 2022~~

Minutes by: Karina Knutson