

## University Assessment Committee

Minutes from the meeting Wednesday, September 18, 2019, 3:00pm – 4:00pm

**Present:** Tim Burrows, Amber Johnson, Karina Knutson, Laura Look, Leslie Martin, Amanda Moske, Douglas Munski, Seong-Hyun Nam, Karyn Plumm, Deborah Worley

**Absent:** Djedje-Kossu Zahui

- A meeting of the University Assessment Committee (UAC) was convened on Wednesday, September 18, 2019; Karina Knutson and Leslie Martin co-chaired the meeting.
- **An overview of the work we do and how it relates to HLC accreditation**  
Tim led a discussion about how the work of the University Assessment Committee correlates with HLC accreditation.
- **University Assessment Committee charge**  
The committee made some brief changes to the UAC charge. They updated membership, terms, and changed oversight to what Tim Burrows is currently doing. Changes in functions and responsibilities will have to go to the University Senate to be voted on. Deborah Worley moved to make a change to the functions and responsibilities portion of the charge. Tim Burrows second, the committee voted, and the motion carried unanimously.
- **University Assessment Plan**  
There were changes made to the University Assessment Plan. The mission statement was updated to reflect the university's assessment plan. Karyn updated the Essential Studies portion. Titles and departments were updated to reflect their current names. Unnecessary charts were removed. The assessment plan still needs formatting and wording changes to reflect the updates that have already been made. Karina will send out the updated version so everyone can review once more to make final adjustments. Next year, the committee will start forming a plan for years after 2021.
- **Introduction to Blackboard navigation for committee documents**  
Karina logged into blackboard to give everyone a quick tour of the University Assessment Committee Blackboard page. The website contains agendas, minutes, review templates, etc. To access the website log into Blackboard > My Organizations > University Assessment Committee> 2019-2020.

- **2018-2019 Review Template (Academic and Non-Academic)**

The review template has been updated for AY19-20. Dates have been updated on the review template. Under methods there was a section added about meeting targets. There was discussion about removing or keeping the check boxes in the summary portion of the form. Deborah Worley said this section has been used for reporting to HLC over the years. Leslie Martin mentioned that the check boxes were not used consistently amongst the review teams in the past. Some programs would have every strength checked off while others didn't have anything marked. Leslie Martin started a motion to remove the check boxes. Karina second. The committee voted; Tim Burrows, Karina Knutson, Leslie Martin, Amanda Moske, Douglas Munski, Seong-Hyun Nam, Karyn Plumm, Deborah Worley voted to approved. Laura Look and Amber Johnson Abstained. Motion carried. During the next meeting, the committee will go through the updated form to make sure everyone is acquainted with it.

- **Review Team Assignments**

Five groups have been created. Each containing at least one new member and one returning member. These assignments will be posted on blackboard. Student members have not been placed in groups, as student government has yet to elect somebody. Tim has not been assigned to a group, as he will look over all reviews.

- **Other matters worth discussing**

There was discussion about the assessment of certificate programs. Is the UAC looking at certificates in addition to programs? The committee will not review the certificate programs if it directly aligns with a degree granting program (ex: Public Health certificate would not be reviewed as there is a Public Health major). However, UAC will review certificate programs that are a "pilot" for a new academic (degree granting) program. UAC will also conduct reviews on certificate programs if they are requested. Tim will connect with HLC to see what the "best practice" is on the topic, and this will be reflected in the programs list we discuss at the next meeting.

***Next Meeting October 2, 2019 from 3:00-4:00pm in O'Kelly 323. Minutes recorded by Kennedy Fenster.***