

University Assessment Committee

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

Present: Tim Burrows, Amber Johnson, Laura Look, Leslie Martin, Amanda Moske, Douglas Munki, Seong-Hyun Nam, Deborah Worley, Marcellin Zahui

Absent: Karina Knutson, Chris Nelson, Karyn Plumm

- A meeting of the University Assessment committee (UAC) was convened on Tuesday, September 3, 2019; Deborah Worley chaired the meeting.
- **Introduction of Committee Members**
- **Discussed Chair-** Deborah Worley started the motion to elect Karina Knutson and Leslie Martin co-chairs of the University Assessment Committee for AY19-20. Tim Burrows second, the committee voted, and the motion carried unanimously.
- **Reviewed Charge-** Tim Burrows should receive the Student Senate Chair's student nomination by the third week of school. Deborah Worley will update the Annual Report. Adjustments including names of officers need to be made to the Charge. Everyone must review the University Assessment Plan before the next meeting.
- **Review tools and procedures needed to complete reviews-**The following Schools are up for academic review: School of Education and Human Development, College of Nursing & Professional Disciplines, School of Medicine & Health Sciences, and School of Graduate Studies. The following Co-Curricular Departments are up for review: Dean of Students Office, Disability Services for Students, McNair Program (Trio), Office of Student Rights & Responsibilities, and the Writing Center. There was discussion about whether CVIC needs to be reviewed as there is no longer a Women's Center. The consensus was that it does not need to be assessed. The Co-Curricular Department chart needs to be updated due to an error in the dates listed at the top of the page. The Committee needs to decide on a way to conduct Academic Reviews where workload will be distributed evenly. Co-chairs will work on updating templates for review. The committee must review the questions listed on the OIR Assessment Tool-Is it helping us assess student learning goals? Deborah Worley will help Leslie Martin and Karina Knutson create an AY19-20 page on Blackboard.

- **Set meeting schedule for AY19-20-** The committee decided to meet every other Tuesday from 3:00-4:00PM. Tim Burrows will reserve a room in the TTaDA space in O'Kelly.
- **Matters Arising-** Tim Burrows mentioned that Deans would like the fastest turnaround possible. Ideally, they would like a 4-6-week timeframe from when they submit it. Tim Burrows is going to send a reminder to let departments know what is expected of them and if they are up for review.

Next Meeting September 17, 2019. Minutes recorded by Kennedy Fenster