

**University Assessment Committee**  
**Meeting Minutes for Friday, April 26, 2013**  
11:00-11:50 a.m., President's Room, Old Main 102

Present: Margaret (Peggy) Andersen, Jeffrey Boyer, Kevin Brooks, Ann Clapper, Brenda Hall, Bunnie Johnson-Messelt, Larry Peterson, Scott Pryor, Elizabeth Skoy, Chad Ulven, and Mary Wright. Recorder: Kelly Hoyt.

Unable to Attend: Jennifer DeCock, Julie Garden-Robinson, Bruce Rafert, Bill Slanger, and David Wittrock

Guest: Jerad Binstock, a Pharm. D. student on his last rotation of the program.

1. Members approved the minutes from the April 12, 2013 meeting, distributed by email on April 16.
2. Members reviewed updated Mini Progress Report Chart.
3. Follow-up on assessment issues from April 12 meeting
  - Members reviewed list of attendees (by department) for the April 11 Luncheon. Five of the eight most delinquent departments who have not submitted assessment reports were not in attendance.
    - Most colleges were well represented except for AHSS which only had members of the English department.
  - Report from the Department Guidelines Subcommittee (Andersen and Peterson)
    - The revised Draft UAC Guidelines for 2013-14 were reviewed.
      - ✓ Peterson asked if we if the Levels of Implementation (noted on page 2) were important or meaningful and if we should request them. Peterson will check with Heads/Chairs to see what their thoughts are.
      - ✓ Members agreed that a glossary is needed at beginning of the document to explain what we mean when using certain terms as others may interpret differently for their programs. This needs to be completed before we can move forward with revising the guidelines any further.
      - ✓ Members agreed to remove 4D ("Indicate if assistance is requested from members of the UAC") from the guidelines as it does not fit that section and will be addressed in the memo to the Heads/Chairs.
    - The revised Draft UAC Annual Memo to Chairs 2013-14 was reviewed with the following suggestions made:
      - ✓ Should the memo come from Provost Rafert? Is it more effective if it comes from him or the UAC committee? It was recommended that it should come from him for Academic Affairs and from VP Mathews for Student Affairs as it suggests that they are "backing" what the committee is doing and will help enforce the completion of getting the reports from the departments. It suggests that this is something of importance that needs to be done.
      - ✓ The memo will continue to be reviewed and revised over the summer to make sure it is in line with the rubric.
4. New business
  - Peterson asked the committee for their thoughts on if programs which have previously not had to do assessment reports should be required to start doing them now. These are either programs that do not offer an independent major (such as Military Science and International Studies) or

interdisciplinary programs outside a department (such as Biotechnology, Genomics and Bioinformatics, and Gerontology).

- The committee thought it was a good idea because assessment is about student learning for the whole University and not just certain departments or those that are accredited. Everyone should be doing assessment reports to help improve student learning in their program.
  - ✓ Peterson will send an email or memo out to those departments to let them know this is something that will be coming in the future and they will need to start submitting assessment reports at some point in time.