

University Assessment Committee
Meeting Minutes for Tuesday, January 19, 2016
2:00-2:50 p.m., Peace Garden Room, Memorial Union

Present: Emily Berg, Jeffrey Boyer, Melissa Vosen Callens, Julie Garden-Robinson, Brenda Hall, Joseph Jones, Mila Kryjevskaja, Jeremy Penn, Larry Peterson, Shafiqur Rahman, Elizabeth Skoy, and Jacqueline Tellers, a PharmD Candidate on an advanced pharmacy practice experience with Elizabeth Skoy over the next 5 weeks.

Recorders: Kelly Hoyt and Kathy Hoovestol

Unable to Attend: Beth Ingram, Scott Pryor, and Ann Clapper

1. The committee welcomed Kathy Hoovestol and introductions were made.
2. The minutes from the 12/7/2015 meeting were approved.
3. Regular Updates:
 - Overdue Assessment Reports Log
 - 01/04/16: Reminded Music, Emergency Management, and Civil & Environmental Engineering. All responded. On the verge of getting Emergency Management. With Civil and Environmental Engineering – they should have things ready to go but their assessment coordinator is just stepping in.
 - Music department – Larry needs to keep urging them.
 - Would like to have these completed by February 21, 2016.
 - Mini-Progress Report
 - Members will notice something unusual on the mini-progress report. It is indicating that both 22 and 21 reports have been completed. What it means is that one department gave the same report this year as last year. They are redoing their report. Larry is not sure when we will see that again.
 - There are 31 Academic Affairs reports still being reviewed by UAC members. April will be upon us sooner than we expect. Some of UAC members are in the “clean plate” club because they have completed all their reviews. Everyone needs to work toward joining the “clean plate” club so we can avoid a logjam at the end of the semester. If you find something interesting, tantalize your taste buds and try that one. Start nibbling away. There are many entrees. Please put this on your calendars to remind yourselves. This is for our colleagues. They need our feedback and they need to be shown how to make things better. Larry has received positive emails from chairs appreciating the feedback and good suggestions.
 - There are two Student Affairs reports that need a review. Disability Services and Student Life Programs. Student Life Programs combines Student Rights and Responsibilities and Sexual Assault Prevention. These reports are only four pages. A few people are needed to help with these reports. Please let Larry know if you are willing to take these reports on. We will still have two other student reports coming but they are already assigned. Those are with Dining Services and Memorial Union.

Jeremy mentioned that there are staff changes happening in Dining Services right now, so Ann may want to switch from Dining Services.

- Last fall, we had the Qualtrics Survey Department help us survey some departments and find their needs. Larry contacted Agribusiness, Applied Economics, and Emergency Management. The departments indicated that there are five areas that they would like to go over and Larry is in the process of setting up individual meetings. Larry has not received any responses yet and will send out a second email to them. Other departments have indicated that they would like to have one or more meetings. Meetings will be set up based on the number of topics they have indicated they want to meet about. They would be on the second tier.
- When Larry sets up individual meetings, he will send a blanket email and if anyone is free at that time and has interest in that particular topic, they are welcome to join him. In the past, Scott and Larry did Animal Sciences and Ann and Larry met with Sociology. It works better if there are a couple of us there to help the colleagues. Scott made some analogies that really helped Animal Sciences faculty see the parallels between assessments and their research.
- Larry discussed a workshop in March to address the departmental assessment needs reported on the survey. The two topics with the most votes were: (1) Mapping Student Learning Outcomes and evidence in the curriculum and (2) Connecting evidence of student learning across courses. Mapping is still an interesting subject with the departments and they would like to continue with that subject to learn more and build on it. The second one is a new challenge for a many of the programs. Brenda is happy to help organize the connecting evidence of student learning across courses as their program is still working on this right now. Elizabeth will be on leave but will help via email by sharing resources. Jeff and Mila will assist the mapping program. Larry said we should think about the non-accredited disciplines as they are more than likely the ones that have asked for the most assistance. Think about non-accredited programs that are doing this well to use as examples.
- Before the next meeting, we will schedule the dates and times for the workshops in March and secure the rooms. The volunteers should have a plan to present in February for the types of activities to have, etc. Jeff felt it would be better to schedule two 45 minute workshops back to back with a 30 minute break in between. Active engagement seems to be beneficial with this type of audience so we may want to work in small groups at tables.
- We may ask Paul Kelter and OTL to help us with the workshop.

4. New Business

- None

The meeting was adjourned.

******* Next Meeting is Tuesday, February 16, 2016 at 2 pm in Peace Garden*******