

# University Assessment Committee Meeting Minutes

**Location:** Zoom

**Date:** February 16, 2024

**Time:** 2:00pm

In attendance: Darla Wise, Lisa Darlington (for Lonnie Bowe), Martha Snider, Amanda Sauchuck, Michael Bean, John Makous, Anna Hardy, Susan Robinet, Katie Pridgen, Sally Howard

The meeting began with Amanda expressing gratitude to all attendees for their presence. She initiated the discussion on Annual Program Assessment and 5-Year Program Reviews, inviting input regarding any potential issues or concerns. Susan positively acknowledged the new format of the 5-year review, while Katie further endorsed the use of two reviewers and emphasized the benefits of encouraging their collaboration, noting it provided her with a fresh perspective on utilizing the rubric. Martha sought Amanda's feedback on her review, expressing relief that it was not as daunting as anticipated. The suggestion to incorporate an 'Other Document' option for the 5-year program review was put forth and agreed upon. Amanda issued a reminder about the upcoming deadline for annual reviews, set for February 23, and expressed appreciation for those who contributed to the 5-year program reviews.

The meeting progressed with Amanda proposing the idea of highlighting and recognizing annual program assessments, previously discussed last year, committee agreed. Plans were made to email programs recommended for commendation by March 13, with further discussion scheduled for the next meeting on March 15. Amanda asked that recommendations also include the 'why' you are recommended the program.

Subsequent discussion centered on the necessity of reviewing the General Education Mapping to ensure its accuracy. The committee explored alternative methods to showcase the general education learning goals and corresponding assessment courses, considering the addition of additional wording to clarify the mapping's purpose. Further discussion on this matter was scheduled for the next meeting.

The committee then delved into reviewing the General Education Rubric, prompted by last year's suggestion to reassess achievement levels. Darla proposed identifying key elements such as determining which criteria to use and establishing a method for interpreting numerical data. Suggestions were made to organize additional CTL workshops to aid in interpreting the rubrics, with Lisa advocating for a clearer understanding of the scoring system. Amanda proposed hosting an Assessment Party at the end of the semester to facilitate faculty engagement and address any inquiries regarding assessments.

Amanda reminded attendees to encourage students to complete the Graduating Senior Survey and sought volunteers to assist in updating the Assessment handbook, asking interested parties to email her. Discussion continued regarding potential funding allocations for assessment-related initiatives, including the recognition of annual program assessments and funding for Assessment Day.

The meeting concluded with deliberation on the timeline for submitting updated Academic Program Assessment Plans, with plans to revisit the topic in the next meeting and consider a potential deadline of Spring 2025 for updated plans. Anna inquired about the possibility of Amanda presenting an assessment workshop to Student Affairs, to which Amanda expressed openness.