



**MINUTES OF MEETING**  
**University Assessment Committee**

**Date:** November 1, 2019

**Chairperson:** Lori O'Malley

**Place:** BH 126

**Time Beginning:** 10:01 am                      **Time Adjourning:** 11:16 am

**Members Present:** David Bath, Bryce Brimer, Heba Eldoumi, Stephanie Jones, Matthew Oberrieder, Lori O'Malley, Craig Zimmermann, Tetyana Kyrylova, and Jamie Graham

**Ex-officio Members Present:** Mary Millikin

**Members Absent:** None

**Guests Present:** None

TOPIC	DISCUSSION	ACTION
<b>Recording Secretary</b>	Lori O'Malley asked if anyone would volunteer to record minutes at the UAC meetings. Brief discussion followed.	Stephanie Jones volunteered to record UAC minutes and there were no objections to this. Stephanie Jones will record the minutes of all future UAC meetings.
<b>Approval of Minutes</b>	There were some minor spelling corrections needed. Also, the use of full first and last names in meeting minutes is necessary for clarity. Matthew Oberrieder stated that Mary Millikin's status was not of a member, so her status needed changed.	Meeting minutes from October 4, 2019 were reviewed. Lori O'Malley stated she would make the needed corrections from the discussion. Craig Zimmermann motioned to approve the minutes with the corrections mentioned in the discussion; Matthew Oberrieder seconded the motion. Minutes were approved with a unanimous vote.
<b>Reports &amp; Announcements</b>		Mary Millikin will report 2018-2019 results of the assessment of student learning for degree programs as well as indirect measures of SLOs

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		assessment results at the December UAC meeting.
	Representation from the Math & Physical Science Dept. was discussed.	It was determined that Kirk Voska will be representing the Math & Physical Science Department for future meetings.
<b>New Business</b>		
<b>Current Cycle Reports/Checklists</b>	Allied Health Programs will have an assessment discussion on November 11 at 3:30. Discussion regarding who would attend. Allied Health Assessments will not be reviewed this will be a discussion of best practices and how new degree programs should be assessed. Brief discussion about the Nursing Department's Assessment being done via third-party requirements for licenses.	Mary Milliken and Lori O'Malley will attend the Allied Health Assessment meeting.
	Business Programs will be assessed on November 15 at 2:00; Location in Herrington Hall to be announced. Brief discussion about previous assessment failures in the Business Department and the importance of making sure that follow up for corrections is done.	Lori O'Malley, Tetyana Kyrlova, David Bathe, Bryce Brimer, and Stephanie Jones will attend the Business Department's Assessment meeting.
	It was also discussed that Biology and Physical Science Departments need a peer assessment review this year because of the changes in school structures. It was also discussed that the History Department needs a peer assessment review this year and next year to get them back on the correct cycle.	Peer Assessments will be scheduled for these departments at a later date.
	Further discussion about what happens after the peer assessment process. It is	No action will be taken at this time. However, closing the loop for assessment improvements will be

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	important that the UAC makes sure that loops are closed regarding corrections needed as found in peer assessment meetings.	discussed at a later meeting after current peer reviews are done.
<b>Assessment Training</b>	Heba Eldoumi mentioned the need for assessment training for committee members as well as training for departments.	It was agreed that training was needed, but no formal action was taken.
<b>Assessment Reports</b>	Discussion about making sure previous assessment reports are available to all committee members and that committee members know how to access reports.	There was no formal action taken. However, committee members who do not have access to the N drive – where previous assessments are stored – should contact ACS to gain access.
<b>Paper Review of MS in Community Counseling Assessment Plan</b>	Reviewed a document provided by Lori O'Malley that showed what HLC expects when new programs are created. Noting that both direct and indirect measures need to be included.	There was no formal action taken. Several members expressed that they thought the document was easier to understand than typical assessment plans.
<b>Old Business</b>		
	All Old Business topics were brought up with other topics in New Business and previously discussed.	
<b>Next Meeting</b>	December 6, 2019; 10:00 – 11:15 am in BH 126.	
<b>Adjournment</b>	David Bathe moved to adjourn the meeting; Heba Eldoumi seconded the motion.	Meeting adjourned at 11:16 a.m. by unanimous vote.

*Minutes scribed by Stephanie Jones 11/1/2019*