**University Assessment Committee MINUTES**

**December 7, 2012, 1:30 – 3pm**

Science Lab Facility, Rm. 111

|  |  |  |
| --- | --- | --- |
| Present – voting members | Present – ex officio members | Absent |
| Allen Saunders | K. Laurie Dickson | Krista Rodin, voting |
| Yuly Asencion-Delaney | Melinda Treml | Sue Pieper, ex officio |
| Vicki Ross | Gae Johnson for Gerald Wood | Patrick Deegan, ex officio |
| Sharon Cardenas | Cynthia Conn | Margot Saltonstall, ex officio |
| Bruce Fox |   | Karen Pugliesi, ex officio |
| Niranjan Venkatraman |  | Kathy Hildebrand, ex officio |
| Kathee Rose |  |   |
| Rob Till |  |  |
| Laura Crouch, by phone |  |  |
| Marianne Nielsen |  |  |
| Joe Anderson |  |  |
| Ding Du |  |  |
| Peter Mangan |  |  |
| Julia Ragonese-Barwell, by phone |  |  |
| Dierdra Bycura |  |  |

1. Call to order – Rob Till: At 1:30
2. UAC Business
	1. Approval of the UAC minutes from October 5, 2012 (see attached) – Rob

\*Unanimous approval with minor changes.

1. Discussion on the revised (Draft Version) Seal of Assessment criteria and procedures (see attached) - Presentation by Laurie Dickson – The Seal of Excellence incorporates distinguished efforts in the 3 phases of the assessment cycle and the Letters of Commendation will acknowledge distinguished efforts for specific aspects of assessment.

 \*Approval of Draft Seal Documents: Unanimously passed

Discussion points:

* What will the annual reports look like for programs with external accreditation bodies?
* UAC could give feedback to programs as they prepare for their accreditation reports.
1. Update on OCLDAA website – Melinda
* Website update coming in January from Melinda
* Feedback from people on the new Assessment Report Template
	+ Mixed messages between written and verbal instructions for the process.
	+ We need a friendlier message so there are flexible guidelines instead of “thou shalt” statements and perceptions – The revised Template introduction addresses these concerns
		- Melinda will submit the incorporated comments into the document and website and invite the committee to give feedback
1. NCATE subcommittee update – Sharon, Gerald, and Dierdra

 Dierdra & Sharon reporting

* + Units getting over-burdened trying to do two reports, NCATE and annual reports for UAC. Produced some form(s) to blend the two reports: document to guide the SPA writers to produce the annual reports. Need to send the message about making it easier, taking what they have and allowing them to plug it into the UAC process. Sub-committee will be reviewing feedback, and mapping the SPA reports on to the UAC rubric.
	+ Eventual goal is for anyone in UAC to be able to review any of the reports, whether the reports is produced for external accreditation bodies or not.

1. NAU Outcomes update (see attached University Learning Outcomes) - Bruce
	* Initial idea came from UAC and moved to Liberal Studies Committee, developed over the summer (2012). Goal was to pull together existing outcomes, rather than build new ones. Revised to current version.
	* University Learning Outcomes were approved by Faculty Senate in December 2012
	* Discussion revolved around the following questions: Do the University Learning Outcomes need to be marketed to the faculty so it doesn’t appear to be a top down process? Is there a perception that faculty weren’t involved in this process? How to change this perception…? How to present it to sell it best to faculty? Where does the UCC fit into this discussion?
		+ “This information was gathered from the faculty…” Peter’s suggestion.
	* Need program-level responsibility for SLOs and assessment, with resources available from other sources to facilitate the process.

7. Learning outcomes collection efforts - Rob let the UAC know that the chairs of the UAC, UCC, UGC, and Liberal Studies proposed that the Senate charge the UCC/UGC with the collection of degree program-level outcomes and that the outcomes be displayed. Rob suggested that members of the committee take a look at these sites to see the range of approaches available.

Sample webpages:

* <https://learningoutcomes.byu.edu/>
* <http://www.assessment.uci.edu/assess/outcomes.asp>
* <http://www.bucknell.edu/x50035.xml>
1. REFERRED TO NEXT MEETING: *Future agenda items for AY 2012-13:*
2. *Revise UAC by-laws*
3. Adjournment: 3:04PM
4. Future meetings: Meeting dates for Spring 2013: Feb. 1, March 1, March 29, and April 26. All meetings are Friday 1:30-3:00.

Minutes respectfully summited by Joe Anderson