**University Assessment Committee Minutes**

**May 3, 1:30 – 3pm**

**Science Lab Facility, Rm. 111**

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

1. Call to order

Called to order 1:35

1. Approval of the UAC minutes from 29 Mar 2013

Unanimously approved.

1. Verify UAC membership for 2013-14

Laurie checked membership against information received from Pam Lynch in the Faculty Senate office. For 2 colleges (CAL and CEFNS), there seem to be three UAC members listed. The current by-laws stipulate 2 members from each college. The committee will consider the pros and cons of changing the by-laws to increase the number of members for each college.

1. Subcommittee updates: Annual Assessment Reports and feedback
	* Reflection from sub-committee members on the reports from Business; Engineering; M. Admin Yuma; How do we give feedback that is primarily positive, when you want to bring about change over time? Conversation and asking questions may be best approach to keep the feedback positive. The café meetings serve this purpose. We need to emphasize that assessment is an ongoing process, not one that ends with the 3rd cycle.
	* MS Clinical Speech-Language Pathology: How do we provide feedback on student learning outcomes when they come from external accreditation?
	* Grad certificate in educational technology: At what level should there be a mission statement? For the entire unit, the program?
	* Public Agency Mgt BS: UAC needs to be flexible for different generations of assessment reporting. Curriculum map was in need of extra development.
	* Hotel & Restaurant Mgt: Review of Phase I plan. Early stage of curriculum map, doing some preliminary work. Rubric was helpful to review the plan, easy to find the elements and criteria.
	* We may not have had many reports, but those that were submitted were good.
	* We now have 80%+ submission of undergrad SLO’s so we can be optimistic that there will be more reports coming in next year.

1. Status update: UAC Annual Report to the Senate

Joe Anderson reported to Senate Exec Committee and received a good response.

Rob will present to the Senate next week.

1. Discussion and Revision of Charge & Objectives

Melinda reported on the document. The UAC needs to be part of the curricular conversations and needs to articulate the relationship between the UAC and UCC.

How do these processes relate to the program review process? Melinda is planning to compare external accredited assessment processes with the program review process.

1. Summer Assessment Sub-Committee

Laurie noted members who self-nominated.

1. Future agenda items
2. Adjournment

Meeting adjourned at 3:05 PM.

Respectfully submitted by Joe Anderson, 11 May 2013