University Assessment Committee  
Minutes  
Tuesday, May 13, 2014

Opening Reflection

I. Announcements/Updates
   a. Save the Date: September 18th Faculty Development Opportunity  
      (CAI coordinated effort with College of Saint Mary).

   b. TaskStream Updates
      i. 2012-2013 Assessment Submissions
         College/school/co-curricular areas have made great strides in submitting the 2012-2013 program assessment materials. Programs in which assessment materials have yet to be submitted were discussed in the meeting. The custom report needs to be completed and submitted prior to peer review.
      ii. Summer Work
         TaskStream summer work includes: meet with CAI representatives to determine how to proceed with online documentation, work with MAGIS core curriculum committee on an assessment pilot for the program, and potentially align TaskStream endeavors to the strategic plan, goals and priorities.
      iii. 2014-2015 Plans
         The TaskStream 2014-2015 plans includes: collect and analyze data for continuous improvement; identify best practices; implement annual assessment and effective performance indicators; and determine reporting process to academic leadership.

II. Committee Updates
   a. Academic Program Review
      The committee will be meeting on Monday, May 19 to apply the new criteria to the review process, and continue reviewing the 2013-2014 selected programs. The new criteria will aid in expediting the review process.

   b. Assessment Resource Integration
      Committee is exploring the functionality of TaskStream and Canvas. More details will be available in the fall.

   c. Peer Review
      The committee is working on reviewing submitted assessment plan reports. All 2012-2013 assessment plans were to be completed and submitted by April 15th for inclusion in this peer review cycle.

   d. Professional Development
      The workshop “Engaging Students in Their "Private Universe” was held April 29 with over 30 participants. The presentation was at the request of attendees who participated in the “Weaving Reflective Practices” workshop in March. Keynote speaker, Jennifer Reed-Bouley, Ph.D. referenced the video “A Private Universe” during her presentation.

      The UAC provided professional development programming ideas for 2014-2015. The ideas will be brought back to the sub-committee for discussion in the fall.
e. Policy, Strategy, and HLC updates
   i. Academic Policies (still in process)
      1. Student Credit Hour
         For review at the Faculty/Academic Council.
      2. Student Complaint Policy
         The non-academic Student Complaint Policy is still under review.
      3. Transfer Policy
         The language for the policy is being created and prepared for the approval process.
      4. Guide to Policy Approvals
         A Policy Approval Guide is being developed to assist in streamlining the approval process. Attached to the minutes a tracking table designed and created to assist in the Policy Approval processes, for both new policies and those under revision.
   ii. HLC-related initiatives
      1. Quality Initiative
         Report to be provided at fall 2014 UAC meeting.

III. 2014-2015 Planning
   a. Logistics
      i. Committee Structures and Chairs/Leadership
         The UAC agreed to the same committee structure for 2014-2015. Committee Chairs will be contacted to confirm continued interest or recommendations for replacements by May 16, 2014.
      ii. Committee Membership (sub-committee preferences)
         Sub-committees for Academic Program Review, Assessment Resource Integration, Peer Review, Professional Development and Updates on Policy, Strategy, and HLC Updates will be confirmed by May 16, 2014.
      iii. Preferred meeting dates (Tuesdays or Wednesday?)
         The committee agreed to the 2nd Tuesday of each month for 2014-2015 academic year for 8-9:15 a.m. The first meeting to be held, Tuesday, September 9 from 8-9:15 a.m. in Brandeis 112.
   b. UAC Goal Setting for 2014-2015
      Brainstorming of ideas included:
      i. Collaborate within and between colleges/schools/programs to include bridge building and strategic planning.
      ii. Help the University focus on priorities.
      iii. Keep the University informed of HLC reporting and processes in preparation for 2016-2017 visit.
      iv. Create and determine “Our Story” to include articulation of what student will learn (Admissions, Career Services).
      v. Leverage UAC expertise to launch assessment within the MAGIS common core.
      vi. Identify obstacles and corrective actions.
      vii. Focus on the continuity and sustainability of the assessment cycle and processes.
      List of goals and priorities will be finalized by Fall 2014.