

All members of the UAC were present.

1. University Assessment Glossary

Scott Chadwick reported that he made all the changes provided to him by committee members since the last UAC meeting. Once the UAC web site is up, the glossary will be posted on that site.

2. Annual Assessment Reports

Scott distributed a draft of the memo he suggests the UAC send to the Deans requesting assessment status information for each of the colleges' and schools' programs. To address the concern about a reporting burden, expressed at the last UAC meeting, Scott suggested the reporting system be phased in over two years. In year 1 (2004-2005), the UAC will ask each Dean to denote if each of his or her programs enact the six components of the assessment loop. The Deans need only respond, "Yes" or "No" for each component for each program.

In the draft message Scott shared, it states that in the second year of the reporting system, each college and school will be asked to update each programs' assessment status and provide evidence of that status. Examples of evidence are described in the draft memo.

Minor changes to the text of the memo were suggested. There was unanimous agreement regarding both the reporting system and the phasing-in process. Scott asked if the phasing-in process solved the reporting burden problem. Everyone answered in the affirmative.

Scott suggested that the next step will be to review the reports from the Deans and provide them some feedback. He asked if it would be acceptable with the committee members to cancel the December meeting and reconvene when all Deans' report were received early next year. Everyone agreed to that plan.

3. Other items for discussion

No other items were discussed.

Meeting adjourned at 8:47 a.m.