University Assessment Committee Minutes  
October 1, 2010

**Attendance:** Meyer (Chair), Acord, Ali, Bansal, Dooley, Dunnum, Halula, Kim, Lephardt, Levy, Monahan, Sutkiewicz, Wolburg, Zanoni

**Excused:** Bardwell, Hammer, Soeka

The meeting was called to order by Gary Meyer at 9:00AM.

**Reflection** was given by Fred Sutkiewicz.

**Minutes** of September 3, 2010 were approved as corrected with minor revisions. Chairperson Meyer will correct the minutes and post them on the UAC website.

**Announcements and Information:** The group discussed the September 17, 2010 workshop. Fifty-four people were in attendance. UAC members stated they received many favorable comments from Program Assessment Leaders (PALs) about the format and content which included remarks such as “the workshop was timely and simplified the process”. Several suggestions were made by the UAC members about future workshops including the following:

- Tape the session so PALs who were unable to attend could access the information
- Consider taking this workshop to individual departments
- Focus on learning outcomes at a future workshop
- Schedule a workshop like this every year

Although no one stayed after lunch to take advantage of individual help, it was noted that several UAC members talked with individual PALs during lunch.

**Continuing Business:** The group discussed how to present the AY 2009-2010 Annual UAC Report on the website. Since we now have three years of data, a question was raised about reporting all three years, or just the last two. The group agreed that we should include data over three years. It was also agreed that we should add a column entitled “assessment highlights”.

The group discussed the Peer Assessment Workshop to be held November 12, 2010. The workshop will be held from 9 – 12 and 1 – 4. All UAC members are expected to attend. A “Save the Date” announcement has been sent to all PALs. The role of the UAC members will include facilitation of discussion and providing expertise. The group discussed the new “Peer Review Feedback Form” developed by Chairperson Meyer. The group agreed that the new form is a much better match to the report that PALs need to submit and UAC subsequently approved the
new form with minor revisions. Chairperson Meyer will make the changes and send the revised form to the Committee. The Committee also discussed the process in preparation for the November workshop:

- All PAL reports should have been submitted by September 30, 2010
- Chairperson Meyer will make table assignments for the UAC members and the PALs
- The new peer review feedback forms will be sent to everyone assigned to a particular table
- Peer Assessment Leaders will be asked to complete the review form for all programs to be reviewed at their table – including their own
- UAC members will fill out the form for all programs at their assigned tables
- PALs will be asked to report out on their own assessment form at the workshop
- PALs will be asked to bring further questions to the workshop

It was determined that the new procedure will expedite the review process at the workshop.

**New Business:** The committee was asked to bring 3 – 5 ideas for improvement of assessment at MU to the next meeting on October 15. The group will be asked to prioritize the ideas at the meeting.

The meeting adjourned at 10:30AM

Respectfully Submitted:

Lea Acord, Recorder