

University Assessment Committee

March 1, 2013

Minutes

ATTENDANCE:

Present: Lea Acord, Patricia Bradford, Tom Kaczmarek, Noreen Lephardt, Laura MacBride, Michelle Nemer, Fred Sutkiewicz, Jean Zaroni

REFLECTION/PRAYER

The meeting was called to order at 9:06am by Noreen Lephardt. Lea Acord offered a reflection.

APPROVAL OF MINUTES

Minutes of the February 1, 2013 meeting were approved unanimously.

NEW BUSINESS

- **Feedback on Self-Study Core Component**

The committee broke into groups of two to review Standard 4B, Subcomponents 1-4. Teams wrote comments on drafts that will be sent to Sharron Ronco for consideration.

The following general suggestions were offered:

1. The first paragraph of each subcomponent should include a clear statement that we met the standard and how we met the standard.
2. Make sure that the tables are linked in the narrative, referenced and labeled.
3. Minimize referencing to other documents.
4. Reframe negative statements with action statements, such as *we are continuing to improve....*
5. There is no mention of graduate programs under subcomponent 4B1.
6. Eliminate reference to previous accreditation recommendations in section 1.
7. Review consistency of document as it appears to have multiple authors or writing styles rather than a single voice.

- **Role of UAC members in helping disseminate assessment information to College PALs**

The group felt there was a need to clarify what assessment information needed UAC assistance in disseminating (e.g. policy notices, training opportunities, etc.). The structure seems to vary from college to college making communication difficult. A newsletter or a group email list with hot links to the assessment web page were suggested means of communication. The group also discussed the need to communicate with other audiences such as students, parents, and employers. Further discussion of the role of UAC members in disseminating information is needed.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Fred Sutkiewicz, Recorder