

**University Assessment Committee**  
**November 1, 2013**  
**Approved minutes**

Present:, Jon Dooley, Mark Federle, Natasha Hansen, Tom Kaczmarek, Noreen Lephardt, Laura MacBride, Michelle Nemer, Toby Peters, Sharron Ronco, John Su, Fred Sutkiewicz, Christine Taylor, Joyce Wolburg, Jean Zaroni

The meeting was called to order at 9:05.  
No reflection was provided.

The minutes from the September 20<sup>th</sup> meeting were approved.

**Introductions**

Ronco welcomed the new MUSG representative Natasha Hansen and new co-curricular representative Toby Peters.

**Announcements**

Dooley announced his new role with Elon University in North Carolina, effective January 2014. Wolburg immediately expressed best wishes for his new venture and the deepest gratitude for all the contributions Jon has made for the advancement of assessment at MU. The sentiment was unanimously felt by all.

Peters will work with Jodi Blahnik continuing the assessment efforts on behalf of the co-curricular programs.

**Recaps for HLC review and new PAL orientation**

Ronco recognized the UAC for great representation during the HLC review. Based on the exit meeting, assessment seemed to be well received and not necessarily identified as an area of concern. The preliminary report is expected in November

Nemer shared that approximately 45 faculty/staff attended the new PAL /refresher orientation (representing on third of programs). The format of the 90 minute training was a brief history of assessment, the MU structure, common vocabulary, PAL responsibilities and navigating the nuts/bolts of ARMS.

**Preparing for Peer Review**

Ronco sought input from the committee for the agenda and format of the 7<sup>th</sup> annual Peer Review with a suggested theme entitled "Is it time for an [extreme] assessment makeover?"

Su suggested questions to start the PAL to think about what kind of constructive feedback to seek and to provide.

Lephardt suggested that simply reciting what is readable on the report is inefficient rather than “digging down” to talk about stretch goals and imagining the future as could be seen in reflection and action steps.

Dooley stressed the value of everyone arriving with their own questions of what they would like to discuss specific to their program. He agreed that guiding questions are helpful.

Sutkiewicz suggested starting with the reflection as each program takes an inventory of the strengths and weaknesses along with outlining a plan to close the loop. Peters suggested that we could continue the HLC theme of identifying strengths, challenges and opportunities.

**Request from the college of Business to temporarily suspend assessment for the EMBA and MBA programs while developing a new assessment plan.**

Lephardt presented a comprehension COB Assessment Committee schedule for the focus of 2013-14 MBA and EMBA programs. Will work with MBA Committee to help re-define program goals and learning outcomes and develop a process to collect and review data that will be used to revise curriculum and other issues relative to these programs. A secondary issue is to examine products that help in the collection and storage of assessment data.

Dooley motioned for approval of COB temporary assessment suspension for 2013-14.

Wolburg second the motion

Kaczmarek raised the question of allocating resources for the purpose of re-doing program assessment. Discussion ensued about sustainable resources including the recommendation for a graduate assistant, and providing a standard level of support for PALs, which could involve course release time or other compensation or recognition.

The meeting was adjourned at 10:05.

Respectfully submitted,  
Michelle Nemer