The University Assessment Panel (UAP) meeting was held on Friday, 21 September 2012, at 10:00 am in Altgeld 203.

Douglass welcomed the members to a new year and thanked everyone for being on the UAP.

New membership lists and meeting dates schedule were passed out and all the members introduced themselves.

**Announcements**

Douglass announced that the Higher Learning Commission site visit will be on March 3-5, 2014. The UAP will be asked for help and/or input if needed.

Morris announced that the 2013 Assessment Expo will be held on Friday, March 1, 2013 and a possible theme for the expo would be *Using Results*. Morris went on to talk about the theme and asked the members to email her about thoughts on the theme and other possible theme ideas. If anyone has ideas for people who should participate in the expo they were asked to email Morris as well.

Morris announced to the group that the Office of Assessment Services will be interviewing candidates for the Assessment Coordinator and the Associate Director positions. Both positions are currently available in the OAS. Members of the UAP will be invited to participate in the interviews for both positions. Once the interviews have been scheduled appointment requests will be sent out.

**Overview of the work of the panel and the review of notebooks**

Douglass talked about the UAP responsibilities and reviewed the materials in the UAP notebook.

**Status Report for General Education**

The status report for General Education was discussed. Anne Birberick, Vice Provost, Office of the Provost and Michael Kolb, General Education Coordinator, were on hand to discuss the report with the group.

Towell asked how general education courses were assessed in the past. Birberick responded by saying that departments were asked to indicate which general education goals were addressed in each course. If a goal was addressed, the department indicated the degree to which the goal was targeted in the course using a scale of 1-5.

Douglass said that information from each that has undergone re/submission by the General Education Committee should be made available in a searchable database for the Higher Learning Commission Site Visit Team. This database should be completed by December 15, 2012. In addition, the team will need to see in the Resource Room a structured assessment plan for the
general education program and a description of completed assessments, data from these assessments, and analysis of the assessment findings in a follow-up report. These items should be submitted to the Office of Assessment Services by December 15, 2012 and June 1, 2013, respectively.

Status Report for M.S. in Financial Risk Management

The status report for M.S. in Financial Risk Management was discussed. Marc Simpson, Chair, Department of Finance was on hand to discuss the report with the group. Feedback will be sent to the program.

Status Report for M.S. in Integrated Systems Engineering

The status report for M.S. in Integrated Systems Engineering was discussed. Feedback will be sent to the program.

Introduction to College Portrait

Tawanda Gipson was on hand to give the group an introduction to the College Portrait.

The meeting was adjourned at 11:55 am. The next meeting is scheduled for 5 October 2012 in the Altgeld 203 at 10:00 am.