

UAP Meeting  
Friday, October 1, 2021  
10:00 a.m. – 12:00 p.m.  
ZOOM

**Members**

**Present:** Therese Arado, Taylor Atkins, Dennis Brown, Hasan Ferdowsi, Tawanda Gipson, Nicholas Grahovec, Antoinette Jones, Nestor Osorio, Alecia Santuzzi, Ritu Subramony, Jeanie Sparacino, Mike Stang, Ursula Sullivan, Carrie Zack, Peitao Zhu

1. Announcements

- a. HLC Quality Initiative – Ritu Subramony reviewed the Higher Learning Commission Quality Initiative involving gateway courses or any course required for the general education studies at the undergraduate level that have high DFW rates or equity gaps. All faculty and instructional staff teaching these courses received a survey and a PowerPoint was developed to summarize information collected for sharing among appropriate stakeholders at NIU.
- b. Multi-location Site Visit- NIU has a 10 year comprehensive site visit in 2023-24, which takes two years of preparation to ensure the university is ready for it. A mini visit will take place in 2021-22 for our off campus locations. Elgin Community College and NIU Rockford Location will be involved in on-site visits as part of this.
- c. IUPI Assessment Conference is free again this year, Subramony encouraged everyone to join if they can, and information was emailed out after meeting.

2. Discussion: Bylaws Revisions from 2020-2021

- a. Student Representation-UAP had drafted new bylaws language last academic year to intended to increase student representation. However, questions about the proposed revision included why UAP members would vote to accept student members when all other members are appointed and not voted upon. The language will be revisited and a new revision will be presented at a future UAP meeting.
- b. Equity and Assessment Subcommittee formation-Given the possibility of AP falling under the Open Meeting Act (OMA) or being held to those standards, UAP discussed implications for establishing a formal subcommittee. It was proposed that the Equity and Assessment group be classified as a task force instead of a subcommittee and that the duties of the UAP be revised to include addressing equity. Revised language will be presented at a future UAP meeting.

3. Equity and Assessment Group

- a. Duties and work done last year were discussed via PowerPoint summary by Carrie Zack. Slides will be sent to all UAP members and include slides from discussions facilitated by members during 2020-2021.
- b. Call for new members-UAP members were encouraged to consider joining this group to continue to advance the work of equity-minded assessment. One additional member volunteered to join.

4. Discussion: Assessment Task Force Report

- a. Reactions and suggestions- Subramony shared the Assessment Task Force report with UAP members, including suggestions for reforming assessment practice at NIU. UAP needs to discuss how these suggestions might be addressed in NIU's assessment practices.
  - b. Templates for Annual Assessment reporting (AAE)-Programs (pre-pandemic) submitted annual reports to AAE. Subramony described what these reports entailed. UAP can suggest how the Assessment Task Force Recommendations might be used to revise this process.
    - o Members discussed this topic in break out rooms for 25 minutes. Suggestions using annual accreditation reports can be submitted in lieu of AAE's reporting form, possibly having programs highlight the relevant sections of the accreditation report so that it is clear to those reviewing the reports. Any items in the AAE annual report template which are not included in the accreditation report would then need to be addressed separately by the program and submitted along with the accreditation annual report.
    - o Generally speaking, having three reporting options were thought to provide sufficient flexibility to programs.
    - o Subramony shared the current annual assessment template with members. Concerns were expressed that many think that the matrix is too rigid and overwhelming.
    - o Zack shared the Qualtrics survey (draft) of a new template, meant to be less rigid. There was some concern that this might still be overwhelming to some given the bullet points under each prompt. Miami University's template was suggested as an example of a very simple format.
  - c. Assessment Topics to Learn More About- hold for next meeting October 15, 2021.
  - d. Workshops and Expo in 2021-2022 – hold for next meeting October 15, 2021.
5. Other Business – Next meeting we will have programs to review
6. Adjourn

Meeting adjourned at 12:01pm  
Next meeting Friday, October 15, 2021