# University Assessment Panel Meeting

# Friday, April 5, 2024

# 10:00 a.m. – 12:00 p.m.

# Altgeld Hall 203

# Members

**Present:** Amy Buhrow, Chair (nonvoting, ex officio); Linda Matuszewski, ACCY Business; Ursula Sullivan, MKTG Business; Peitao Zhu, CAHE Education; Hasan Ferdowsi, ELEC Engineering; Bette Montgomery, FACS CHHS; Amanda Durik, CLAS Curricular Dean; Chris Goodman, PADM CLAS; Nestor Osorio, Libraries; Bethany Rohl, Student Rep; Carrie Zack, (ex officio); Tracy Miller, CITL; Tawanda Paul, (ex officio) Nicholas Grahovec, KNPE Education; Hamid Bateni, AHCD CHHS Michaela Holtz, Student Affairs

**Absent:** Christine Nguyen, ISYS Engineering; Matt Timko, Law; Cathy Schaff, Educator Licensure and Preparation (ex officio, nonvoting)

* **The meeting was called to order by Amy Buhrow at 10:01a.m.**
* **Welcome, Introductions, and Announcements**
  + The Assessment for Learning Improvement Showcase will be April 19th. Presenters will host tables and share best practices in assessment. The table topics were shared. UAP members were encouraged to attend and bring a colleague.
  + The April 5 meeting will be the last of the spring 2024 semester.
* **Approval of Minutes:** Motion to approve the March 1, 2024, minutes by Ursula Sullivan, seconded by Nicholas Grahovec, motion carried unanimously.
* **Regular Updates**
  + Higher Learning Commission
    - The Higher Learning Commission 10-year Comprehensive Evaluation was held March 24-26. The Peer Review Team will share their report in 3-5 weeks. We will have the opportunity to review it and provide corrections to factual errors prior to its submission to the Higher Learning Commission Institutional Actions Council.
    - An overview of the Federal Compliance initial findings was provided. Members were alerted to the need to include course-level student learning outcomes on all syllabi and the importance of using Blackboard for online course delivery, as a tool to verify the identity of students.
  + Cocurricular Assessment
    - The UAP should finalize the template today. Two orientations will be held for programs that were identified as ones that contribute to student achievement of the Baccalaureate student learning outcomes.
    - General Education Assessment
      * The philosophy and principles will go to the Baccalaureate Council before the end of the semester for approval.
      * Creating a sustainable, systematic assessment plan is the General Education Committee’s next task.
      * UAP members discussed the importance of communicating how the course and Baccalaureate student learning outcomes translate to generalizable knowledge and skills. For example, could we coach students to describe the critical thinking skills gained as having the ability to think about complex processes and problems.
* **Old Business**
  + **Cocurricular Assessment Plan Template**
    - UAP members reviewed the latest draft of the Cocurricular Assessment Plan template. These edits will be made prior to launch:
      * Add a glossary of terms.
      * Delete “demonstrate” in the student learning outcome.
      * Add examples to tables wherever possible.
* **New Business** 
  + **Wrap-up for 2023-2024/Chair evaluation**
    - A draft of a UAP chair evaluation was reviewed and feedback provided.
      * A NA option will be added to the Likert scale.
      * Administrative and Leadership headings will be added to the matrix to categorize the duties.
      * A statement will be added to the leadership category to capture the effectiveness of the chair in encouraging innovation and advancing new ideas.
      * The survey will be launched with anonymous links after the Assessment for Learning Improvement Showcase.
    - 2024-2025 Topics
      * A draft of the 2024-2025 plan/review schedule was introduced.
      * UAP members reviewed and discussed the duties codified in the UAP bylaws. A survey will be created and distributed to determine the extent to which UAP is fulfilling the duties and to identify opportunities to improve how campus constituents are served.
      * UAP members discussed the various stakeholder groups (Baccalaureate Council, Academic Planning Council, Deans, Associate Deans, Departments) and the possibility of surveying each to determine if they find UAP work useful and to identify opportunities to better align with their needs.
      * All present members with terms ending in June 2024 indicated their intent to return to the UAP for another term
* **Adjournment:** Motion to adjourn by Nicholas Grahovec, seconded by Peitao Zhu, carried unanimously, meeting adjourned at 11:22am.

**Respectfully submitted by AAE Staff**