

UAP Meeting
Friday, November 3, 2023
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; Nicholas Grahovec, KNPE Education; Christine Nguyen, ISYS Engineering; Hamid Bateni, AHCD CHHS; Bette Montgomery, FACS CHHS; Chris Goodman, PADM CLAS; Therese Arado, Law; Nestor Osorio, Libraries; Michaela Holtz, Student Affairs; Kristy Chorostecki, Student Rep; Bethany Rohl, Student Rep; Carrie Zack, Cathy Schaff, Educator Licensure and Preparation, ex officio, nonvoting, Tawanda Paul

Absent: Amanda Durik, CLAS Curricular Dean; Catherine Cheung, AHCD CHHS; Hasan Ferdowsi, ELEC Engineering; John Siblik, ARTD CVPA

- The meeting was called to order by Amy Buhrow at 10:01a.m.
- **Welcome, Introductions, and Announcements**
 - Amy commended Ursula, Tawanda, and Carrie for their presentation at the Assessment Institute Conference on the work of the task force.
 - Amy also went, attending Gen Ed workshops, and will collaborate with Tawanda and Carrie to see what they will implement from key takeaways. The hope is to start shifting the narrative from a focus on process to improving student learning.
 - There was discussion about adding a non-voting CITL member to the panel as there is already good discussion and collaboration between the areas, to be continued.
- **Approval of Minutes** 10/20/2023, motion by Therese Arado, seconded by Hamid Bateni, motion carried unanimously.
- **Regular Updates**
 - **Higher Learning Commission:** HLC Assurance Argument revisions were recently sent to President Lisa Freeman and just returned with positive feedback. The plan is to get it to the Senior Roundtable and Council of Deans by next week and then campus community, with criteria one and two on November 27 then two more each week, with final comments due January 12, 2024. We are also working on federal compliance, emphasizing the areas of faculty credentials and credit policies.
 - **Co-Curricular Assessment:** Nestor, Michaela, Amy, and Carrie are working on a template for what the cocurricular reporting is going to look like. A cleaned-up version will be ready before they meet next.
 - **General Education Assessment:** The small pilot is still a work in progress, using the robust assessment system used in First-Year Composition as a model to approach other foundational studies. The math programs will be next to reach out to.
- **Old Business**
 - Review English Department Meeting Outcomes**
 - Amy and Tawanda reviewed feedback from UAP with them. In the discussion, they stressed a need for simplicity and explicit action verbs to make SLOs measurable and the importance of rubrics.
 - The English faculty were open to suggestions, especially with the Ph.D. programs as they are in transition with learning outcomes. Everything was reported based on their old plan and they are in the process of creating a new one.

- **New Business**
 - **Spring 2024 Professional Development Plan**
 - This fall was about establishing common language and returning to basics. Carrie discussed the book study group that was the focus this semester. In the spring, AAE plans to host workshops covering the stages of the assessment process. The Assessment Expo will also be brought back this spring and rebranded. Orientations for programs coming up for their mid status reports will also be offered as usual. The long-term plan is for fall to be a book study on different assessment topics followed by workshops in spring.
 - Review Ph.D. in Instructional Technology and M.S. in Educational Research, Evaluation and Assessment Programs
 - Ph.D. in Instructional Technology
 - Need to clarify what students are doing and when they're engaged in research.
 - SLO 5 needs clarification
 - The program relies on embedded assignments, more clarification is needed on the assignments
 - M.S. in Educational Research, Evaluation and Assessment
 - Student learning outcome 8 is broad and vague
 - They did a good job analyzing, but where they did fall short in a couple of areas, they didn't discuss that.
 - The employer feedback and alumni surveys were not aligned with any outcomes.
 - Not sure of capstone targets for the capstone experience.
- **Adjournment:** Motion by Ursula Sullivan, seconded by Therese Arado, motion carried unanimously. The meeting was adjourned at 11:24 a.m.
- **Next Meeting:** Friday, November 17, 2023, Microsoft Teams