

UAP Meeting
Friday, November 17, 2023
10:00 a.m. – 12:00 p.m.
Microsoft Teams

Members

Present: Linda Matuszewski, ACCY Business; Ursula Sullivan, MKTG Business; Peitao Zhu, CAHE Education; Nicholas Grahovec, KNPE Education; Hasan Ferdowsi, ELEC Engineering; Amanda Durik, CLAS Curricular Dean; 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: Amy Buhrow, Chair (nonvoting, ex officio); Christine Nguyen, ISYS Engineering; Hamid Bateni, AHCD CHHS; Bette Montgomery, FACS CHHS; John Siblik, ARTD CVPA; Catherine Cheung, AHCD CHHS

- The meeting was called to order by Carrie Zack at 10:01a.m.
- **Welcome, Introductions, and Announcements**
 - The assessment circle book club will have had its fourth and final meeting. It was a great experience; the focus will now be on wrapping it up and reflecting on how it went.
 - The office will be starting a blog, with the first post being on the assessment books and the study circle.
- **Approval of Minutes** 10/03/2023, motion by Therese Arado, seconded by Nicholas Grahovec, motion carried, with Amanda Durik abstaining.
- **Regular Updates**
 - **Higher Learning Commission:** Reminder that the HLC site visit will be March 25-26, 2024. A writing team has been working on the assurance argument, with that group about to solicit broader campus feedback. Qualtrics will be used to collect feedback and release the draft, with criteria being gradually released.
 - **Co-Curricular Assessment:** Nestor, Amy, Carrie, and Michaela are developing a template that will be made available for feedback. The focus will be on making sure the assessment plan being implemented is aligned with what was intended.
 - **General Education Assessment:** It was recently decided to form a subcommittee to create a draft mission statement for the GEC program.
- **Old Business**
 - **UAP Equity Advocate**
 - A subcommittee was formed a few years ago to engage UAP members and have conversations about advancing equity in program assessment. That subcommittee ultimately didn't gain enough momentum to carry out its mission and was discontinued, with its duties taken up by the full UAP.
 - A statement was added to the bylaws saying that UAP is going to approach all the listed duties with the goal of promoting equity and assessment practices to support programs. It was suggested this year to appoint an equity advocate, like the DEI Advocate on Search Committees.
 - Responsibilities would include, but are not limited to, attending all UAP meetings, initiate conversation during review of program reports and in other relevant conversations.
 - There was feedback about the role and making sure other voices/thoughts from committee members will still be heard. Discussion on this topic will continue.
 - **By-law Change – Inclusion of CITL member**
 - This proposal calls for the addition of a Center for Innovative Teaching and Learning (CITL) staff member to be added as an ex officio nonvoting member of UAP, like the representative from the University Office of Educator Licensure.
 - Since CITL leads campus wide professional development, it would be helpful for them to hear what's going on with program level assessment.

- Motion to change the UAP bylaws and to add a representative from CITL as ex officio nonvoting member of the UAP by Michaela Holtz, seconded by Amanda Durik, motion carried unanimously.
- The approved bylaw change will now go to the Faculty Senate.

- **New Business**

- **Co-Curricular Assessment Plan and Status Report Template**

- Early feedback has been positive.
- Programs had previously used the same template as academic programs, which led to some lack of clarity as some criteria did not apply.
- Language will be updated from curriculum to co-curricular activities.
- Graduate level programs will be included, but not in the first iteration.
- There was some concern about overwhelming groups, with the response being the first year would be spent on showing them how to collect data, then start the formal process.

- **Review B.S. in Chemistry Assessment Plan and Mid-cycle Status Report**

- Members commented on the clarity of student learning outcomes, currency of data and timely submission of reports.

- **Review Ed.D. in Educational Leadership and Policy Studies Assessment Plan and Mid-cycle Status Report**

- The Ed.D. in Educational Leadership and Policy Studies adjusted the curriculum and the student learning outcomes when it changed focus.
- Members commented on the depth and breadth of the assessment plan and the clarity of assessment methods, beyond the dissertation at the end of the program.
- This program would benefit from a consultation with AAE using exemplars to help them develop a more meaningful plan.

- **Review Ph.D. in Educational Psychology Assessment Plan and Mid-cycle Status Report**

- The Ph.D. in Educational Psychology program is currently refreshing its assessment plan.
- Members commented on low numbers, the focus on summative assessment and program completion and non-specific student learning outcomes.
- External review of the dissertations was noted as a good practice.

- **Overall comments**

- It was suggested a greater level of training be provided for master's and doctoral programs.

- Tawanda reminded everyone that Amy passed around a sign-up sheet for UAP members to sign up to attend department meetings in addition to assessment and accreditation leadership.

- **Adjournment:** Motion by Ursula Sullivan, seconded by Therese Arado, motion carried unanimously. The meeting was adjourned at 11:14 a.m.

- **Next Meeting:** Friday, December 1, 2023, 10am – 12pm, Altgeld Hall 203