# University Assessment Panel Meeting

# Friday, February 7, 2025

# 10:00 a.m. – 12:00 p.m.

# approved Minutes

# Members

**Present:** Doug Boughton, Amy Buhrow, Amanda Durik, Linda Matuszewski, Bette Montgomery, Christine Nguyen, Tawanda Paul, Bethany Rohl, Betsy Sterner, Cathy Schaff, Jeanie Sparacino, Young Lee, Carrie Zack

**Absent:** Hamid Bateni, Chris Goodman,Kay Martinovich, Matt Timko, Tracy Miller, Nicholas Grahovec, Michaela Holtz, Peitao Zhu

* **The meeting was called to order by Amy Buhrow at 10:01 a.m.** and went over updates for the panel.
* **Approval of Agenda**: Motion to approve 1st Amanda Durik 2nd, Christine Nguyen, motion carried.
* **Approval of Minutes:** Motion to approve January 17, 2025, minutes 1st Durik, 2nd Doug Boughton, motion carried.
* **Regular Updates**
  + Higher Learning Commission (HLC) – Continuing to work on items identified in self-study report.
  + General Education Assessment – This will be discussed under new business.
  + Community-Engaged Course Assessment – Continue to talk about the process for that, how to have manageable expectations for faculty. Partnering with community members having reciprocity in that relationship and allowing students to learn and learning alongside the community members.
* **Old Business** 
  + None currently.
* **New Business** 
  + Spring Professional Development – Carrie Zack updated the University Assessment Panel (UAP)
    - Showcase in April in process of scheduling presenters, information included in meeting packet.
    - Workshops are on Center for Innovative Teaching and Learning (CITL)
    - One that we developed this year – how to use the AI apps for streamlining your assessment work.
    - Thinking through whether to allow students to use AI for assignments.
    - Universal Design for Learning: A Framework for Equitable & Inclusive Assessment
    - Tracy Miller gave an update on registrations for the showcase so far.
    - Format for the showcase – faculty engagement, present to group as a whole and then break out groups.
  + The UAP reviewed and discussed the following assessment summary reports:
* Political Science, B.A/B.S.
* Political Science, M.A.
* Political Science, Ph.D.
  + The UAP is expecting these reports to be submitted in the coming months.
    - Due 2/7, deadline extended to 2/28 – School of Theatre and Dance (4 programs)
    - Due 2/14 – School of Art and Design (8 programs)
    - Due 3/21 - University Libraries
    - Due 6/1 – ADEI Assessment Plans
      * Asian American Resource Center
      * Center for Black Studies
      * Gender and Sexuality Resource Center
      * Latino Resource Center
      * Social Justice Education
      * Undocumented Student Resource Center
    - Due 9/15 - Public Service Leadership, B.S
  + Departments now have the option to designate certificates of study as *standalone,* allowing students to enroll in the certificate, without enrolling in a degree program. An orientation was held for the first three standalone certificates. Assessment Plans are due 9/15/25.
    - Certificate of Graduate Study in Trauma-Informed Counseling – CAHE
    - Certificate of Graduate Study in Teaching English as a Second Language and Bilingual Education – C&I
    - Certificate of Graduate Study in User Experience (UX) and Learning Analytics – ETRA

1. The 2025-2026 Assessment Summary Report and Plan review process was discussed. The 2024-2025 process has been inefficient with up to 6 touches on each report by AAE staff. Buhrow suggested the following for 2025-2026:
   * Continue to have two UAP reviewers – one AAE and one panelist
   * Invite program to UAP meeting for a consultation and discussion of documents submitted
   * Written follow-up provided based on the conversation

* **Adjournment:** Motion to adjourn by Christine Nguyen, seconded by Young Lee, motion carried unanimously, meeting adjourned at 11:45am.
* **Next meeting March 7, 2025**

**Respectfully submitted by Jeanie Sparacino**