# University Assessment Panel Meeting

# Friday, March 21, 2025

# 10:00 a.m. – 12:00 p.m.

# Approved Minutes

# Members

**Present:** Amy Buhrow, Doug Boughton, Amanda Durik, Nicholas Grahovec, Tracy Miller, Bette Montgomery, Jeanie Sparacino, Cathy Schaff, Betsy Sterner, Matt Timko, Young Lee, Tawanda Paul, Carrie Zack, Peitao Zhu, Jason Reed, Bethany Rohl

**Absent:** Chris Goodman,Michaela Holtz, Christine Nguyen, Linda Matuszewski, Kay Martinovich,

* **The meeting was called to order by Amy Buhrow at 10:00 a.m.** 
  + Buhrow introduced Jason Reed as a new accreditation assessment and evaluation, team member.
  + Buhrow announced this is the last meeting and the Showcase is in two weeks and gave an overview of the Showcase.
* **Approval of Agenda**: Motion to approve 1st Nicholas Grahovec 2nd, Amanda Durik, motion carried.
* **Approval of Minutes:** Motion to approve March 7, 2025, minutes 1st Grahovec, 2nd Bette Montgomery, motion carried.
* **Regular Updates**
  + Higher Learning Commission (HLC) – Faculty Senate working on policy updates regarding syllabi with learning outcomes, fine-tuning the definition for credit hour. This fall will be two years out from our assurance review.
  + General Education Assessment – Math pilot data, Reed will work on this with Amy Buhrow.
  + Community-Engaged Course Assessment – Continue to talk about the process for that, how to have manageable expectations for faculty.
* **Old Business** 
  + 2025-2026 Plans
    - Meeting Modality: The first meeting of each semester will be in person. The remaining meetings will occur on Microsoft Teams.
    - Assessment Summary Report and Assessment Plan Review Process Proposal: Each program’s documents will be reviewed by one Accreditation, Assessment and Evaluation (AAE) reader and two University Assessment Panel (UAP) readers, one from the program’s college and one from a different college. The readers will compile feedback and questions prior to the UAP feedback meeting.
    - Feedback Process Proposal: The program representatives will be invited to the UAP meeting at which their documents will be discussed. This will allow the readers to ask clarifying questions. The AAE reader will update the feedback document and send it to the program post-meeting.
* **New Business** 
  + **2024 Annual Report on AAUs**
    - Carrie Zack complied the report using AAU feedback, annual assessment to check compliance.
    - Almost back to before Covid, for submission rates. Zack went over survey for Implementation of Each Practice. Will continue to fine turn our processes.
  + Spring Professional Development
    - The Assessment of Student Learning Showcase will be on April 4th. AAE has scheduled seven presenters. The focus will be faculty engagement. Presenters will speak to the entire group, then breakout groups will be formed for more in-depth discussion.
* Assessment Summary Reports
* The UAP reviewed and discussed the following assessment summary report:
* University Libraries
* **Adjournment:** Motion to adjourn by Grahovec, seconded by Bethany Rohl, motion carried unanimously, meeting adjourned at 10:35am.

**Respectfully submitted by Jeanie Sparacino**