# University Assessment Panel Meeting

# Friday, October 18, 2024

# 10:00 a.m. – 12:00 p.m.

# Approved Minutes

# Members

**Present:** Hamid Bateni, Doug Boughton, Amy Buhrow, Amanda Durik, Chris Goodman, Nicholas Grahovec, Young Lee, Kay Martinovich, Linda Matuszewski, Tracy Miller, Tawanda Paul, Bethany Rohl (entered at 11:20am), Cathy Schaff, Jeanie Sparacino, Betsy Sterner, Carrie Zack

**Absent:**  Michaela Holtz,Bette Montgomery,Christine Nguyen, Peitao Zhu

* **The meeting was called to order by Amy Buhrow at 10:01 a.m.**
* **Welcome, Introductions, and Announcements**
  + A schedule of when the panel will be reviewing programs was presented. The schedule is to be considered a living document to be updated based on the cadence of UAP’s report review.
  + Need a representative from College of Engineering and Engineering Technology and one more student representative.
* **Approval of Minutes:** Motion to approve October 4, 2024, minutes by Hamid Bateni, seconded by Amanda Durik, motion carried unanimously.
* **Regular Updates**
  + Higher Learning Commission (HLC): The annual credit hour check and syllabus review will launch this month. This involves checking alignment with the Credit Hour Definition and the Course Syllabus Policy. A sample of 200 classes was randomly selected for analysis. Department chairs will verify compliance with Credit Hour Definition and the Course Syllabus Policy. Compliance is necessary for federal and Northern Illinois University (NIU) policies.
* Cocurricular Assessment: Accreditation, Assessment and Evaluation (AAE) will present a workshop with ADEI to help communicate the Assessment Plan template.
* General Education Assessment: Two governance groups oversee General Education Program assessment, the General Education Committee (GEC) and the University Assessment Panel (UAP). Task forces will be formed to review and refresh the Baccalaureate Student Learning Outcome rubrics through benchmarking and campus feedback. The intention is to have the GEC approve the rubrics by the end of the academic year. Members were shown how to sign up for their preferred task force.
* **Old Business**
  + None
* **New Business** 
  + Annual Meeting Summary - Carrie Zack reviewed feedback from the annual assessment meetings. These were well-received overall. More work will be done to communicate the purpose of the meeting when the meetings are requested.
  + The following Assessment Summary Reports and Plans were reviewed:
    - Accountancy, B.S. (Paul/Nguyen)
    - Accountancy, M.A.C. (Paul/Miller)
    - Operations and Information Management, B.S. (Zack/Lee)
    - Data Analytics, M.S. (Zack/Lee)
    - Management Information Systems, M.S. (Zack/Lee)
    - Finance, B.S. (Buhrow/Matuszewski)
    - Finance, M.S. (Buhrow/Matuszewski)
    - TRIO (Zack/Sterner)
* **Reminders**
  + Sign up to review programs and meet with program leaders
* **Adjournment:** Motion to adjourn by Nicholas Grahovec, seconded by Durik, motion carried unanimously, meeting adjourned at 11:59am.
* **Next meeting November 1, 2024**

**Respectfully submitted by Jeanie Sparacino**