# University Assessment Panel Meeting

# Friday, November 1, 2024

# 10:00 a.m. – 12:00 p.m.

# unapproved Minutes

# Members

**Present:** Doug Boughton, Amy Buhrow, Chris Goodman, Nicholas Grahovec, Michaela Holtz, Young Lee, Kay Martinovich (entered at 10:30 am), Tracy Miller, Bette Montgomery, Tawanda Paul, Bethany Rohl, Cathy Schaff, Jeanie Sparacino, Carrie Zack, Peitao Zhu, Jordan Ajagbe (guest)

**Absent:**  Hamid Bateni, Amanda Durik, Linda Matuszewski, Christine Nguyen, Matt Timko, Betsy Sterner

* **The meeting was called to order by Amy Buhrow at 10:00 a.m.**
* **Welcome, Introductions, and Announcements**
  + Introductions were made
* **Approval of Minutes:** Motion to approve October 18, 2024, minutes by Nicholas Grahovec, seconded by Chris Goodman, motion carried unanimously.
* **Regular Updates**
* Higher Learning Commission: The credit hour check initiative launched with a sample of 200 syllabi be reviewed by department chairs. The goal is to ensure courses align with the NIU Credit Hour Definition, which is 50 minutes of direct instruction and two hours of out-of-class work for each credit hour and to collect data on what information faculty include on syllabi.
* Cocurricular Assessment: Michaela Holtz reported some confusion on the co-curricular template related to the question meant to connect the student learning outcomes and program objectives. UAP should be mindful as we provide feedback, some units struggled with that question.
* General Education Assessment: Task force connecting messages will be distributed shortly.
* Community-Engaged Course Assessment: Task force connecting messages will be distributed shortly.
* **Old Business**
  + None
* **New Business** 
  + Carrie Zack attended the Assessment Institute in October. She shared an update on the work of the Assessment Task Force at the conference and attended several relevant sessions. Key takeaways.
    - Three areas of progress presented: Key assessment messages, new communication channels, use of AI. Continuously trying to improve what we do.
    - There is a lot of interest in AI and assessment.
* Assessment Summary Reports – College of Business (COB) Programs - University Assessment Panel (UAP) reviewed
  + - Marketing, B.S. (Buhrow/Lee)
    - Digital Marketing, M.S. (Buhrow/Miller)
    - Business Administration, B.S. (Zack/Miller)
    - Management, B.S. (Zack/Guo)
    - Business Administration, M.B.A. (Zack/Miller)
  + Cocurricular Assessment Plans – UAP reviewed
    - Student Engagement and Experiential Learning (Zack/Durik)
    - University Honors Program (Zack/Grahovec)
* **Adjournment:** Motion to adjourn by Doug Boughton, seconded by Grahovec, motion carried unanimously, meeting adjourned at 12:02pm.
* **Next meeting November 15, 2024**

**Respectfully submitted by Jeanie Sparacino**