University Assessment Committee  
Monday, January 31, 2011  
Stroud 213-219  
2-4 pm

Attending: Sandra Eckard, Jeffrey Weber, John Robinson, Kelly Weaber, Mollie Whalen, Patricia Kashner, Pamela Kramer-Ertel, Laura Waters, Caroline DiPipi-Hoy, Sheila Handy, Qian Xie, Adam McGlynn, Jennifer White, Paul Creamer, Ken Levitt, Amar Kanekar, Heather Garrison, Yun Kim, Joann Stryker.

November minutes were approved as presented.

December Workgroup Leader Meeting Update
UAC workgroup leaders met in December 2010 to discuss what is working and what is not working with the current UAC workgroup structure.

Identified problems included:
- Coordination of schedules difficult
- Members on too many workgroups
- Clarity of goals/No longer need a specific workgroup

Goals were set for each workgroup for Spring 2011.
- Bylaws – get bylaws for UAC completed and passed
- Professional Development – host event for spring semester
- Information Literacy – Looking at questions and identifying specific skills that our students need help developing.
- Proficiency Profile --- The workgroup has developed a plan. Number of senior students who have taken this assessment is the issue. Need large enough, representative sample to use to make decisions. Work with OAIE to get a second senior sample from start of semester through February on this.
- Communication ---- draft of communication plan.

Actions/Next Steps.
- Hold workgroup meeting as part of regular meeting. Have regular meeting for first hour to 75 minutes. Use next 45 minutes to hour for workgroup meeting.
- Investigate the ability to develop a D2L group for UAC. Subcommittees can use this to have synchronous chats.
- Combine Reading workgroup into the Proficiency Profile workgroup.
• Work on finding external funding to fund recommendations/additional assessment efforts – Have Patti Campbell come talk to UAC.
• Work on collaborating with existing ESU expertise on recommendations/additional assessment efforts.
• Joann will share Assessment Brief format from Millersville University with UAC.
• Remind UAC that work of UAC will be major part of Middle States Periodic Review Report.

Meetings on Thursdays
Our meetings for spring are currently scheduled for:
• Thursday, February 24 – fourth Thursday
• Wednesday, March 30 – fifth Wednesday
• Thursday, April 28 – fourth Thursday

A majority of UAC members have indicated Thursdays are not workable in their schedules. Joann will send a doodle schedule survey to UAC to determine the day of the last week of February that works for the greatest number of members. Watch for final decision on when our February meeting will be.

Workgroup Updates
➢ Bylaws – Heather Garrison
Discussion centered on resolution of membership structure. The notes from page 2 of the October 28, 2010 Bylaws draft were reviewed one by one – using the results of the fall membership survey as guidance.
Decision - Student Activity Association – will maintain 1 member on the UAC although this is not reflected on the bylaw draft. This was an oversight.
▪ Include one representative from each of the Assessment Committees in each College (Arts and Sciences, Business and Management, Education, Health Sciences).
Discussion – don’t want to restrict involvement to 1 person who is considered the assessment guru for a college. Problem since not all colleges have assessment structures in place.
Decision – college can decide how to select their representatives. Make sure bylaws include statement on having alternates attend.
▪ Include one representative from each of the other university constituencies doing assessment on student learning outcomes (General Education Committee, University-wide Curriculum Committee, Student Affairs Division, Enrollment Management).
Decision – one member from each constituent group. Change Writing Studio to Writing Specialist (broadening the pool from which to select representative.)
▪ Include one representative from the Graduate Studies Advisory Board. Change the Dean of Graduate Studies to a representative of the Graduate College, as it now exists.
The issue of having a faculty member as the representative for the Graduate College was discussed.
Decision – one graduate coordinator as the Graduate College representative.
- **Consider only one academic Dean.**
  The need for a dean representing mainly accredited programs and a dean representing non-accredited programs was discussed.
  Decision – maintain membership with 2 academic deans.
- **Include two representatives for: University-wide Curriculum Committee, the General Education Committee, and Enrollment Management Division.**
  Discussed above.
  Decision – one member from each constituent group.
- **Include representation from Intercollegiate Athletics and Counseling.**
  Discussion centered on having 1 staff representative and 1 faculty representative for Student Affairs. Faculty in Student Affairs Division are in Counseling and Athletics. Coaches were brought up – they are not faculty. Should there be a coach representative? Mollie Whalen will follow-up through APSCUF on this issue.
  Decision – dependent on follow-up with coaches and others.
- **Include liaison to the University Senate Academic Affairs committee.**
  Decision – one University Senate Representative.
- **Consider membership reflective of APSCUF committees with one representative for each Faculty.**
  Discussion about the number of faculties in each college. Arts and Sciences – 3; Education – 2 (classroom and non-classroom); Health Sciences – 2; and Business and Management – 2.
  Decision – follow this for college representatives.

> **Communications – Joann Stryker**

The following key topics were reviewed:

A website revision is underway for the UAC. Updated information is being added. A program-level assessment web page is under construction. As these are completed, links to the updated pages will be sent to the committee.

UAC members were reminded that they are to communicate information about the UAC to the groups they represent and to bring information back to the UAC. A poster for the National Survey of Student Engagement was distributed to UAC members for posting. A communication brief was distributed for both NSSE and the Proficiency Profile Senior Administration. These provide talking points for UAC members to share information with the university community.

The Employee Satisfaction Survey presentation of results is scheduled for the University Meeting tomorrow. A folder with related information will be posted on the S drive and also on the UAC Share Point. Remind your constituents that the First Assessment Report is due in September. We need to create a suggested template for the report and distribute within the next few weeks.

The UAC has a variety of communication methods we are employing:

- Share Point Site – posting materials for UAC members
- D2L Group --- discussions/meetings online
- S Drive Folder ---- posting material for University community
• UAC Email --- will be establishing protocols for use. This is so communications can go out from the committee rather than from individuals.

In December a cross-divisional group got together to discuss coordination of surveys at ESU. This is a first step at collaboration to benefit all. A calendar of scheduled surveys has been established on the ESU Events Calendar on the website and a Surveys folder has been created on the S drive for cataloging of survey instruments used. Survey Coordination Initiative

Announcements
Writing Studio opened today. They are open 6 days a week from now to finals. If you have students who need a tutor contact Sandy Eckard.

New Business
Graduate program assessment – the UAC did not include assessment of graduate programs in our framework. We need to move forward with a plan for development of graduate program student learning outcomes, assessment plans and reports.

Many members left to attend the University Senate meeting which began at 3pm.

A group of members stayed and discussed ideas to administer the Proficiency Profile to Seniors this spring semester. Given the number of cancelled classes already, in class administration is not as viable as it has been in the past.