In Attendance
Kate Mehuron (CAS), Bin Ning (IRIM), Sanjib Chowdhury (COB), Mary Brake (COT), Anne Balazs (Grad), Susann DeVries (University Library), Doug Baker (CAS & Gen Ed)

1. **Progress update**
   a. CAS (Kate & Doug): Will talk with Bin about getting support for the CASAC website. CASAC also met with Wade and Anne about coordination between CAS and Grad school.
   b. CHHS (Chris) – (via email): CHHS held a meeting of program coordinators last month. Eleven programs were represented. Coordinators shared assessment successes and challenges. Much of the discussion focused on closing the loop and assessing subjective skills. Also, the CHHS assessment team is currently reviewing program assessment reports that were completed last month.
   c. COB (Sanjib): Today meeting with Bill Jones to discuss automated ways to test data through Canvas. One program has prepared a test for the Canvas process. COB is in the process of overhauling all goals, particularly for purposes of generating 4-6 goals instead of the 10-11, which is what they have had before. Need to distinguish between MBA and undergraduate goals.
   d. COT (Mary): ABET has 11 learning outcomes, so been learning about Canvas; however, ABET wants paper copies. Since Canvas appears not to allow printing of the rubric (you can only take screen shots), so the process needs to change to better fit COT's accreditation needs (e.g., a printing function).
   e. Gen Ed (Doug): GESA has submitted a proposal to Chris Foreman for increased support for faculty in the areas of Arts, Humanities, and Social Sciences. The committee must also address the diversity and global perspectives categories. CHHS (in particular, committee member Sunny Jang) has contributed assessments in LBC by examining how selected PEGN courses meet the learning outcomes for area 5.
   f. Grad (Anne): Wade and Anne met with CASAC to discuss assessment of student learning and how to mutually inform each other. Grad school would like to check progress over time about what it knows about assessment, among other items (e.g., entrance requirements, etc.)—especially to monitor quality. They are working to make transparent the reporting processes, etc. and to generate processes that allow for better oversight of grad programs.
   g. University Library (Susann): Will meet with Peggy and Kate, as part of HLC Team #3 (quality of programs, etc.) to discuss how UL will contribute to HLC process. Three years ago conducted survey to examine what improvements are needed, and have worked over the past three years to "close the loop." So UL will observe changes to see how well it has closed the loop. Next year, migrating to an integrated library system, which will be tested next January with migration in May. UL will assess progress and student success (e.g., discovery tool for access).

2. **Update on HLC committee(s) (Bin)**
   - Steering Committee meeting: Reviewed individual teams and progress, and everything appears on schedule.
   - November 10 will be Mock visit: Two long-time HLC peer reviewers will be here (one is from Toledo, who will focus on academic aspect; the other from Siena Heights will focus on finances). This will be opportunity to be check point.

- April 28: the Steering Committee participants will present updates. Jim Carroll and Rhonda Longworth will attend these meetings also, particularly to update the EC.
- September: Event for informing others, especially the new president.

3. Reporting and Evaluating – Next Steps
- Revisions of Template for Reporting – Doug will send a revised document for further suggestions.
- Reports due May 1 – June 30
- Suggestion: Grad School may become part of the evaluation process, not the reporting process.

4. Bin's final notes
- NSSE surveys – please continue to encourage people to take the survey. The survey data can be very useful for multiple purposes.
- HLC and faculty qualifications: EMU needs to continue to ensure that it meets requirements (e.g., updated CVs)—so talk with program areas to ensure compliance.

5. Follow-up on operationalizing ideas from the close-the-loop retreat (November) and discussion at December meeting (see below)
- Continue to work with colleagues and programs to develop capacity to show how data informs decisions and how to track the process.
- Share more about how programs are closing the loop within colleges and SST.
- Continue learning more about how university's strategic plans fit across units.
- Continue to improve examples we might post to websites.

6. Revisit Plans for Winter & Summer 2016
- Revise template for reports and clarify purpose for annual reports
- Build capacity to close the loop and make process visible, particularly improving on how we document that these types of changes occur; and how we evaluate the changes we do make.
- Continue to align college plans/actions with University strategic plan.
- Prepare for either preliminary review in fall 2016 or some event or process that will support everyone's efforts to prepare for HLC and to build sustainable assessment practices.

Next UAC Meetings for Winter 2016 (Welch 111, 8:30-10:00): Apr 26