

**University Assessment Coordination Committee**  
**9:00-10:30am, Monday, August 12, 2013, McKenny 350**  
**Meeting Minutes**

Attendance

Bin Ning, Susann De Vries, Christine Karshin, Chris Foreman, Kate Mehuron, Peggy Liggitt, Wade Tornquist, Beth Kubitskey, Rhonda Kinney Longworth

1. **Welcome three new members:** Susann replaces Tara to represent the Library; Chris K replaces Barb to represent CHHS; and Beth Kubitskey replaces Jon to represent COE.
2. **Discussions and Feedback: 2012-13 reports**
  - a. (Point of clarity for new members) Units: 5 Colleges, Student Support Services, University Library, Student Support Services, and the General Education Program (8 Units).
  - b. *Concern 1:* "Closing the loop" --- shouldn't be using lingo like that in public.
    - What do we mean by closing the loop? SLO → develop metrics → collect data → analyze data → and use analysis to inform program.
    - Closing the loop → Define closing the loop more specific. How to make specific improvement in areas of teaching, learning, pedagogy and practice.
  - c. Use Eagle Mail Briefcase to Share Documents: Gathered all assessment reports and put in the Eagle mail (Zimbra) suite's briefcase tab.
    - Briefcase to share key documents – not agenda, minutes.
    - One folder for each unit and one for main UACC group.
    - Contact Gale Potter @7.4924 if you need help to access the Briefcase
3. **Next Year's Submission of Documents:** All members agreed to continue to submit documents in the same three categories, including
  - a. **Assessment plan**—Submission of this document **is not required** every year if a unit follows a multi-year assessment planning cycle. Each unit is encouraged to make small yearly revisions to its assessment plan as needed.
  - b. **Unit level assessment report**—Submission of this document **is required**. The Committee will work on a general template for this document.
  - c. **Some of the examples of the program level assessment**—Submission of this document **is required**. Add something about why are you selecting the programs you share, don't just dump everything.
4. **General Education Assessment**
  - a. Gen Ed committee will conduct research to find out what do faculty think the Gen Ed course? What do students think about gen ed goals?
  - b. This is a year of planning. Collecting all of this, analyzing all of this, where we believe this will lead us we will find pockets of misunderstanding. For a year the ad hoc advisory group will collect and analyze and then will create actual plan for assessment for fall 2014.
5. **Plan for 2013-2014**

The Committee reviewed the draft work plan for next year (in a separate document distributed to all members before the meeting)
6. **2013-14 meeting schedule**—Members agreed to meeting from 8:30-10:00am on each fourth Tuesday of every month, with exceptions in Nov, Dec, Feb, and May. (For La Verne, if you need parking assistance, please contact Rhonda)