University Assessment Committee Meeting 
Minutes
February 12, 2015 9:00-10:00 a.m.

- **Attending** – Larry Bunce, Ruth Cain, David Cornell, Crystal Doss, Jennifer Friend, Linda Garavalia, Barbara Glesner-Fines, Caitlin Horsmon, Colleen Kelly, Sabrina Madison-Cannon, Ken Mitchell, Margaret Mullaly-Quijas, Lynda Plamann, Jennifer Quaintance, Carol Sargent, Dan Stroud, Cindy Thompson, Christopher Van Ness, Greg Vonnahme, Peggy Ward-Smith.

- **Not Present** – LaVerne Berkel, Brenda Bethman, Devon Cancilla, Rhiannon Dickerson, Chelsia Potts, Kit Smith, and Da-Ming Zhu.

- **Special Note** – Linda Garavalia announced that this would be her last meeting after many years of service on the committee. Her next position will be as Associate Dean, School of Pharmacy at Western University of Health Sciences in Los Angeles, California. She was a great contributor and will be missed.

1. **Welcome** – Ruth Cain, new Director of Assessment began the meeting with introductions around the room.

2. **Minutes**
   Motion was made by Dave Cornell, seconded by Barb Glesner-Fines to accept the minutes from the December meeting. Motion carried.

3. **General Education Course Assessment Reports**
   - Lynda Plamann addressed the issue and spoke about the plan for reviewing the reports by the Gen-Ed committee.
   - Two people would initially review. (One internal to the unit and one external to the unit.)
   - Review process will be similar to the Weave review process.
   - After initial review, Jerry Wyckoff and Lynda Plamann will look over completed reviews, and then Assessment office will look over reviews to insure consistency in assessment.

4. **HLC Requirements – SLOs for All Courses**
   - Ruth Cain reminded the committee that the deadline for Masters and Professional programs to file their course learning outcomes in CourseLeaf is May 1, 2015.
   - It was announced that Amy Watson would soon be sending a message out to programs about what NP (Not printed in the catalogue) courses were in line to be dropped from the catalogue altogether. This is just in case some programs wish to rethink their courses status. As it stands now, all courses that are at or past 5 years with an NP status are subject to being dropped. This is currently subject to clarification. (See below).
   - At the point that a course is dropped from the catalogues, bringing it back would mean recertifying it through the curriculum committee.
   - Ken Mitchell voiced concern about dropping courses to and beyond NP status.
- Jennifer Friend said she would check the actual guidelines for the NP process and what exactly happens as one course goes beyond 5 years on non-active status.
- Concern about the time constraints placed upon faculty due to the CourseLeaf process was discussed. Jennifer Friend stated that once the initial process was completed, it would be much easier to maintain programs in the future.
- Chris Van Ness questioned the push back his program (Dentistry) was receiving with regard to their course learning outcomes. He felt that this critique of the outcomes had already passed with an understanding that accreditation standards held precedent over university objectives.
- Ken Mitchell spoke about SCE’s difficulties in using CourseLeaf as a program and trying to sift through their individual courses.
- Jennifer Friend spoke to the importance of aligning programs with their accrediting bodies and the objectives of the university.

5. **Weave 2013-14 Program Assessment**
   - Jennifer Friend announced that all Weave reviews are now in the hands of the assessment coordinators and the deans.

6. **Suggestions for Assessable Roo Newsletter**
   1. Jane Greer – Undergraduate Research Program (New name – was Search) and how she intends to assess the program’s value moving forward.
   2. Red Caps Assessment – Dan Stroud to look into writing this article.
   3. Art History program
   4. Music Therapy – Dan and Sabrina have proposed and will work with Melita Belgrave on an article about the exciting efforts of this program.
   5. Dan working with David Ta on an article about the grading and assessment process in Blackboard.

7. **Next Meeting: March 12, 2015. 9:00 – 10:00 AM in Brookside AC.**