

University Assessment Committee Meeting
May 7, 2010
WHTC 126

Agenda

Juan Lira called the meeting to order at 9:37 a.m., welcomed everyone and

Approval of Minutes

Mary moved; Conchita seconded a motion to approve minutes. Motion passed.

Last day to turn in completed subcommittee work is June 7, 2010.

Ron Anderson's subcommittee (still working on their report)

Peter Haruna: completed

Conchita's subcommittee: Athletics is pending.

Dan Mott: still pending 2 reports

Mary Trevino: pending program reports AARSSB

Elizabeth

Feedback on process:

UAC needs to provide training to subcommittee and DAC to help them prepare good reports.

Report preparers need to summarize previous year's reports.

Provide DAC training by departments and areas in the departments to help them understand what to do.

In the program matrix, require that conclusions be stated.

Include a question to specify the process used to disseminate information. Save the e-mails to document dissemination of information.

Ensure that outcomes match the data collected for the year.

Attach a survey used to gather data.

Consider providing training on assessment through the PROF Center at the retreat.

Weakest part of the AIER reports seem to be use of results. This needs to improve. Is a professional development issue.

Program can indicate when they expect to see results and there may be able to short term objectives.

Action plan can be multi-year to allow for the long term monitoring.

Provide professional development on prototypes of AIER reports for different areas. (Key)

Consider looking for different examples of models of assessment reports.

Consider establishing formative means of assessment for small programs or new programs. Can complement the summative evaluation by focusing on outcomes that can be assessed through formative assessments, e.g., process of developing courses and implementing them for a new degree program that does not have any graduates yet.

Elizabeth Martinez mentioned that she will talk to Juan Castillo – provide feedback on budget requests.

For UAC:

Timeline needs to be looked at to complete process prior to final exams (at least 2 weeks prior to final exams) Mary, Veronica, Carol, Deborah and I will come up with a different schedule.

Include a section on assessment processes in the faculty handbook.

Important to provide feedback to people connecting budget procdss with AIER report.

Try to schedule AIER process to retreats of the colleges to the extent possible.

Meeting adjourned at 10:47 a.m.