

University Assessment Committee Meeting Minutes
September 11, 2009

Members in Attendance

Anderson, Ronald

Camacho, Pablo

Chappa-Leiva, Eduardo

Coronado, Jennifer

Dickinson, Rosie

Duffy, Stephen

Gechter, Fritz

Guerra, Cathy

Haruna, Peter

Hickey, Conchita

Hung, Ken

Janamanchi, Balaji

Leyendecker, Bede

Lindberg, Kevin

Lira, Juan

Martinez, Elizabeth N.

Martinez, Veronica G.

Martinez-Samos, Jose

Maxstadt, John

Trevino, Mary

Vaughan, Thomas

Wheeler, Cassandra

The meeting was called to order at 1:30 p.m. Dr. Lira welcomed members and asked each member to introduce themselves.

The following actions took place during the meeting:

- The role, responsibility and membership composition of the University Assessment Committee (UAC) was reviewed and discussed. The composition of the UAC subcommittees was reviewed and approved without changes.
- The role, responsibility and membership composition of the Department Assessment Committees (DAC) were reviewed and discussed. Concerns were brought up by new members regarding their responsibilities. Dr. Lira confirmed that training would be provided to those needing to review the process. A separate training session has already been set up for September 15 for the Administrative/Educational Support DAC. In addition, individual training sessions can be scheduled.
- The reporting templates for both the academic and administrative/educational support units were reviewed and approved by the committee members.
- The review checklists were presented and approved by the committee members.
- The timeline for submission and review of reports was presented and approved by the committee members. The next step will be the submission of Section I of the AIER reports by September 30, 2009. DAC will conduct reviews of the reports during the month of October. Once DAC reviews are completed, the UAC sub-committees will review the reports as well as the DAC checklists.

The proposed meeting schedule for the fall semester is October 9 and November 20, 2009.

Without further agenda items to discuss, the meeting was adjourned at 3 p.m.