1. Approve minutes of 2/27/06  OK as distributed

2. Announcements.

Carol Sue gave the following report to help clarify the roles of various committees on campus in relation to the university-wide assessment process.

Majors:  The SLO’s are now printed in the college catalog.  On a yearly basis, each major will assess its graduating seniors and write a brief report answering “The Three Questions”.  The report will then be discussed at an Executive Council meeting.  Every three years, each department with a major will go through a review with either the AOC or the APC on an alternating basis.  AOC will focus on assessment only while assessment is just one component of a broader program review by APC.

Gen. Eds:  There are 13 components to UWP’s general education requirements.  AOC will review several components each year following a three-year rotation schedule.  ASC will also review several components each year on a schedule that is aligned opposite that of AOC.  Starting last semester, the on-line survey of general education requirements will now be administered every semester to graduating seniors.  [On a related note, UUCC is recommending that every instructor begin each new semester by discussing the relationship between their course and the general education requirements and that the instructor print on their syllabus the general education bullets from the catalog.]

Thus, an academic unit will be evaluated on a yearly basis at the local level and every three years by some university committee.

Student Affairs and Other:  These will be reviewed on a yearly basis within each unit.  They will submit a report to the AOC every 6 years.

New undergraduate courses are approved by UUCC.  A new question on the UUCC documents will address how the new course fits into the SLO’s of the major or of general education.  A similar change is being made to the documents for graduate courses.
submitted to the Graduate Council. New programs (majors or minors) go through APC for approval and will be asked to create SLO’s as part of the process. AOC will offer assistance to a new program in setting up an Assessment Plan.

3. AAF Grant Presentation—Cheryl Banachowski-Fuller

Cheryl reported the results of a 5-year curriculum assessment review of the Master of Science in Criminal Justice Degree Program. Part of the assessment was funded by a 2004-2005 Assessment Activity Fund Grant. She provided several handouts for everyone to read. She stressed that the program is continually modified to meet the needs of the clients. Most of the graduates reported getting a promotion or a new job after completing the program.

4. Review Assessment Report from Dining Services and Conference Services—Jim Mueller and JoEllen Schoonover

Jim went over the assessment report for Conference Services which provides room, board, etc. for specific events such as the various camps held during the summer. During discussion, it was suggested that perhaps a future connection could be made between participants in these summer camps and recruitment efforts.

JoEllen discussed the assessment report from Dining Services. She identified a need to formalize the surveys for former employees.

5. Community University Partnership—Sue Curtis

Sue reported that it was very difficult to find answers to “The Three Questions”. It is apparent that Service Learning is not institutionalized. It is most definitely taking place but reporting of the activities is not!

6. Update on General Education Assessment [deferred for lack of time]

7. Adjournment Meeting adjourned at 5:25 p.m.

Next meeting: Monday, April 10, 2006
4:00-5:00 p.m.
320 Brigham