Institutional Effectiveness

UAC Meeting Minutes

October 13, 2:00 PM, Incubator Lab Rees-Jones

Present: David Allen, Brianna Edwards, Linda Humphrey, Suzy Lockwood, Lynn Flahive, Ashley Tull, Heather Doyle, Reginald Wilburn, Julie O'Neil, Nicole McDuffie-Rabb, Cindy Savage, Jill Havens, Jose-Luis Cano, Eric Cox, Janace Bubonia, Ronald Pitcock

Next meeting: 11/10/22, 2PM, Incubator Lab – Rees-Jones

Agenda Items

I.   New Programs
    a.   Digital Culture and Data Analytics BS Approval
II.   Form Approval
    a.   New program assessment form approval
    b.   Long-range planning/Curriculum map template approval
III.   AEFIS Integration Update
IV.   November Staff Advisory On-Site Visit
V.   Important Dates for 2022-2023

Discussion

1. New Programs
    a. Current process is approving new programs prior to them going to the undergrad council
    b. The new programs form is a copy and paste from weave. We have the option to change these forms
    c. The goal is to review new programs similar to UAC and AA ambassador rubrics used on campus
    d. Digital Culture and Data Analytics BS approval
        i. DCDA – they're taking the minor to a major
        ii. Brianna – "Student learn outcomes and corresponding measures are solid"
        iii. Rubric style: whether your rubric is wholistic or analytic, the style is up to you; i.e., as long as you have a defined way to differentiate, it doesn't matter how you do it
        iv. UAC Comments
            1. Might be helpful to look at the whole thing instead of just the assessment section
            2. Action Item – have a rep come and explain assessment moving forward similar to undergraduate/graduate council
    e. What is the approval process?
        i. We need a formal motion is necessary, also need to know who are voting/non-voting members

           ii. Maybe a follow-up electronic vote
- 1. Brianna will make and send a poll after a couple of weeks. This will also allow time to make changes before it moves forward
- 2. ACTION ITEM – UAC meeting minutes will be posted on the website

           iii. Comments: it is desirable to be picky/scrutinize the language and wording

           iv. Comments: UAC members would like to receive lead materials at least one week in advance

Conclusion: a representative from the new program to come forward and explain the process. Comments lead to a clarification in the methodology for interdisciplinary programs to have an explicit plan on how they will collect data from outside of the departments. UAC meeting minutes will be posted on IE website.

NOTE: Vote on DCDA is postponed until after the proposal goes to Undergraduate Council. UAC will review new program proposal after Undergraduate Council approval. A preliminary review of proposed program assessment plans by the IE office is optional before submission to Undergraduate Council

2. Form Approval
- a. New program assessment form approval
  - i. Is this a good form?
    - 1. Concern: Interdisciplinary programs can be chaotic – how do we know there's a plan for data collection? Can we ask for a statement or plan if this for multiple colleges
      - a. Might be a good idea to change the sequence of things – UAC to UG council or vice versa?
      - b. Are the chairs thinking about the assessment piece?
        - i. Boilerplate language that says from supporting units---- will have to participate in the assessment
          - 1. It shouldn't leave the college without that agreement
  - ii. Who's the gatekeeper for this major? Potentially a windfall – floodgates could open if no limitations
    - 1. Can we require a letter of support from various departments without going through UG council?
      - a. Just add this to the form
  - iii. Q&A – how many other programs are in the works – not much maybe 2?
- b. Long-range planning/Curriculum map template approval
  - i. This is another new form
  - ii. David - No need to put all the core requirements into the plan. Only need to count for major assessment.
    - 1. However, if it's appropriate for the program, go ahead and include
  - iii. Brianna- a curriculum map is optional for existing programs, but if you want to add D2L integration in AEFIS you will need one

I. AEFIS INTEGRATION UPDATE
- a. AEFIS isn't usable yet, waiting for IT to integrate Peoplesoft
  - i. Fully functioning in Summer 2023
  - ii. There may not be a formal UAC and AA review of plans for 2023
- b. Concern: nothing gets transported from WEAVE?
  - i. Might be able to – currently can export reports as pdfs and zip files.
    - 1. Outside of SLOs if you want additional data migrated over, please let IE know
  - ii. We will be completely done with WEAVE by March 3rd
  - iii. Some content – SLOs, and goals will be transferred by IE to AEFIS

II. November visit
- a. Optional for UAC members to attend, depends on off-site findings. Save the date is in case you want to participate or want to ask SACS Advisor Pat Donat questions

III. October Reminders
- a. Continue to encourage collecting and analyzing data for the CY 2022 reports.
- b. Communicate dates and expectations to your assessment ambassadors and program coordinators

Action Items

- **IMPORTANT DATES**
  - **January 17-CY 2022 Reports due**
  - REVIEWS
    - 2 weeks for AA review **(January 18 -February 7)**
      - 1 week for programs to make changes
    - 2 weeks for UAC review. **(February 8 -28)**
      - Extra buffer week for programs to make additional changes or meet with AAs or OIE.
  - **March 3 –Final date to fix all 1s**
  - **March 6-9 –On Site committee will be on campus**

REMINDER: *If you'd like IE to come talk to your college, we'd be more than happy to do so. Please let us know!*