



University Assessment Committee Meeting  
Date: Monday, January 30, 2023; Time: 10:00 – 11:30 AM  
Location: Virtual – Microsoft Teams

### Minutes

**Members Present:** Marty Laubach, Lisa Muto, Paula Lucas, Trish Gallagher, Adam Russell, Asad Salem, Susan Tusing, April Fugett, Tim Melvin, Larry Sheret, Ralph McKinney, Isaac Larison, Mary Beth Reynolds

**Members Absent:** Brian Hoey, Loukia Dixon, Kim DeTardo-Bora, Sarah-Frances-Lyon, Andy Hermansdorfer

1. Minutes from the October 28 and December 12, 2022 meetings were approved as submitted.
2. Mary Beth provided an update on the HLC Quality Initiative. She reminded everyone that information about the activities throughout the semester were available at <https://www.marshall.edu/hlc-qj/>.
3. Mary Beth reminded committee members that annual assessment report reviews are due by March 1 and that we will review syllabi from courses that offer at least one section via distance education and the other online later this semester.
4. Mary Beth provided several program review process updates. First, this is the first year where we have engaged external peer reviewers to review programs without specialized accreditation. The reviewers are scheduled to visit Marshall's campus on Friday, February 24. Provost Mukherjee's review with deans, department chairs, and program directors will take place one week later – on Friday, March 3. The Board of Governors will vote on the university's recommendations at its meeting on Wednesday, April 26, and Mary Beth will prepare a report for the WV Higher Education Policy Commission, which she will submit by May 31.
5. We are currently working with the Education Advisory Board (EAB) to develop customized dashboards for annual program and department health checks. Mary Beth will share additional information about this effort at our May meeting.
6. We are in the process of entering into a contract with a company called *Steppingblocks* to help us track alumni outcomes. We will have a further update in May.
7. Assessment "Day" surveys will run from Thursday, March 23 and close on Monday, April 17. Prize drawings will be held on Tuesday, April 18.

8. The next meeting of the Assessment Committee will be held at noon on Monday, May 1 and will include lunch.

The meeting adjourned at 11:30 AM.

Respectfully Submitted,

*Mary Beth Reynolds*