

## University Assessment Committee Meeting Minutes

Date: October 28, 2025

Time: 3:30 PM

Location: Hybrid (In-person in Drinko Library 349 and Teams)

Committee Chair: Allison Carey, Associate Provost for Assessment & Strategic Initiatives

**Members Present:** Diana Adams, Miyuki Akai-Cook, Chris Atkins (Teams), Erik Cochrane (Teams), Kim DeTardo-Bora, Loukia Dixon, Mehdi Esmaeilpour, Tiffany Hartman (Teams), Sarah Hodges, Paula Lucas, Nandini Manne, Amanda Meadows, Andrew Morelock, Adam Russell, Larry Sheret (Teams then in-person), Ben Spurlock (Teams), Le’Kesha Taylor (Teams), Susan Tusing, Jingran Zhang, and Allison Carey

**Members Absent:** April Fugett, Brian Hoey, Tim Melvin

### 1. Welcome and Housekeeping

Allison Carey opened the meeting, thanked attendees, and reminded them to sign the hospitality form. Refreshments were available for attendees.

### 2. Approval of May Meeting Minutes

Motion to approve the May Minutes was made (**who made the motion?**) and seconded (by Susan Tusing). Minutes were approved unanimously with no opposition or abstentions.

### 3. Introductions

Allison Carey introduced herself and explained her role in the committee, noting the transition from Mary Beth’s previous position. New and returning committee members introduced themselves, stating their names and represented units.

### 4. Minute-Taking Volunteers

Allison requested three volunteers to assist with minute-taking for upcoming meetings (December, early spring, late spring). Volunteers were asked to email Allison if interested.

### 5. Assessment Report Review Process

Members will be assigned 4–6 assessment reports to review using a rubric. Two digital rubric formats were presented: Old Style Rubric and Branching Rubric. Members were asked to test both rubrics and vote on their preferred format. Preliminary feedback favored the Old Style Rubric.

### 6. Software Transition

Taskstream is being phased out; the university is transitioning to Planning and Self-Study software. Some programs submitted reports using the new system this year. Allison is researching alternative assessment platforms used by other universities.

## **7. Assessment Report Demonstration**

Kim presented the Criminal Justice Master's Program assessment report. Key components discussed included mission alignment, learning outcomes, assessment measures and benchmarks, findings and data analysis, and action plans and status reports. Committee discussed nuances in evaluating benchmarks, findings, and action plans.

## **8. HLC Accreditation Visit Update**

Dr. Susan Tusing provided an update on the upcoming Higher Learning Commission (HLC) visit scheduled for January 26–27, 2026. Assurance Argument draft is available for campus feedback until November 7. A student opinion survey will be active from November 3–12. Committee members were encouraged to promote student participation.

## **9. Program Review Update**

27 programs are undergoing five-year program review this year. External peer reviewers will visit campus in November, January, and February. All program reviews are now conducted in Planning and Self-Study.

## **10. Assessment Office Initiatives**

Allison outlined upcoming initiatives: software evaluation, deadline adjustments for report submissions, increased training and support for departments. Goal: Improve feedback turnaround and enhance assessment quality.

## **11. Next Steps**

Members will receive a poll to vote on rubric format and will receive individual report review assignments by the end of the week. Review evaluations are due by Friday, December 5, 2025. Members were encouraged to reach out with questions.

## **12. Adjournment**

Meeting concluded with thanks to Kim for her presentation and Susan for the HLC update. Allison and Adam remained available for follow-up questions.

(Meeting minutes prepared by Allison Carey, with assistance from Microsoft Co-Pilot.)