

## Harris, Eboneigh

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**From:** Harris, Eboneigh  
**Sent:** Monday, December 4, 2023 11:55 AM  
**To:** Curry, Leann; Darian Wetzels; Duff, Jeremy; Garcia-Fuentes, Pablo; Garrison, Kristen; Gose, Leah; Killion, Jeff; Lee, Juheon; Lewandowski, Elizabeth; Lewis, Mitzi; Machado, Stacey; Page, Morgan; Park, Matthew; Raines, Amanda; Reay, Angie; Rice, Kathy; Samuelson, Ryan; Shawver, Sandra; Slavens, Dawn; Snodgrass, Amanda; Wang, Sheldon; Webb, Sara; Zhang, Grace; Ziegler, Tiffany  
**Subject:** UAC Minutes  
**Attachments:** UAC Presentation.pptx; Document Overview.docx; Curriculum&Assessment Map.docx; Assessment Tracking.xlsx; Action Report.docx; Annual Assessment Proposal.docx

Hello Everyone,

Below are the minutes from the last UAC meeting held on Monday, November 27<sup>th</sup>. See attachments for any reference documents. Areas in red are new information gained since the meeting

1. Peer Review Process
  - a. Peer Review process opens in early December and closes on Feb 1.
  - b. University Assessment Committee members are responsible for completing 3-4 peer reviews for annual assessment plans submitted by academic programs and student support/administrative units.
  - c. Peer reviews are completed using a Microsoft form.
  - d. In previous years, committee members were added to assessment plans in Weave. However, due to our contract with Weave expiring prior to the Feb 1 due date, the assessment plans will be placed in a OneDrive folder that committee members will have access to.
  - e. The IE office is planning a few Peer Review support sessions in early December and in January (yet unscheduled as of the meeting)
    - i. Peer Review Session Zoom invites sent out to UAC committee on 12/4
      1. Th (12/7) 2pm: <https://msutexas-edu.zoom.us/j/4221687232?omn=96268328188>
      2. W (12/13) 2pm: <https://msutexas-edu.zoom.us/j/4221687232?omn=96268328188>
2. Proposal for replacing Weave as primary assessment process
  - a. PowerPoint presentation (see attached)
    - i. Overview of current assessment process
    - ii. Refresher on proposal presented to UAC committee at the previous UAC meeting held on April 26<sup>th</sup>, 2022
  - b. Proposed timeline:
    - i. May 2024 – Academic programs to submit curriculum maps for 2-3 outcomes
    - ii. Nov 2024 – All programs to submit assessment maps for 2-3 outcomes and begin assessing outcomes for the 2024-2025 academic year
    - iii. Curriculum maps and assessment maps will continue to be updated with 2-3 outcomes in Spring and Fall, respectively, until complete; findings/narratives/action reports for previous year and updated assessment map for current year will be collected each fall moving forward
  - c. Discussion of next steps – Jeremy and Eboneigh to confirm whether there is needed policy change and what the next steps are
    - i. Jeremy confirmed there is no written policy for changes made to the assessment process
    - ii. After confirming next steps with the Provost, the committee will put the proposal to a vote, then the proposal will be sent to the Provost, and then the academic and administrative councils
    - iii. IE created an Annual Assessment Proposal document (see attached) for your review before we vote (look out for another email for the voting form)

Eboneigh Harris, PhD (They/Them)