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Subject: UAC Minutes 2/12 and Updates
Date: Tuesday, February 27, 2024 2:34:00 PM

Hello and Good Afternoon,

Below are the minutes from our meeting on Feb 12, 2024. The meeting was in an open discussion format and the following topics were covered.

- Peer reviews
 - Only a few UAC members still working on their peer reviews, feedback will be sent out to programs in the next few weeks
 - Observations
 - Plans needed more information around interpretation/application of findings
 - Many plans were missing action plans or they were weakly written – this needs to be emphasized moving forward (see notes about Action Plan Report)
 - Many plans did not include all sections of the narrative and the narrative wasn't always broken up into the six sections, so it was sometimes difficult to pinpoint within the narrative (see Assessment Tracking notes)
 - Feedback on Form
 - Form is tedious and too long
 - Data from form is difficult to evaluate holistically or to identify where action is needed
 - Ideas:
 - Develop a rubric for evaluating plans
 - Moving forward with new system, initially peer review the assessment maps submitted by programs/units, and then move to reviewing the action plan reports
 - Peer review of action plan reports could be used to recognize and celebrate programs/units for innovation, improvement, and stellar assessment practices
- Assessment Proposal Implementation
 - There was overwhelming support from those who completed the voting form to formally approve the assessment proposal. There was only one concern submitted regarding the capacity of assessment staff.
 - Communicating expectations and providing support
 - Curriculum Maps – due by May 31st, 2024
 - **Reminder** – Programs will be responsible for outlining 2-3 learning outcomes each Spring until all learning outcomes are represented on the final curriculum map (no more than three years)
 - Feedback: Overall feeling is that template is clear and easy to use
 - Unaccredited programs will likely have the hardest time developing curriculum maps, as some programs also do not even have stated learning outcomes for their programs
 - Many accredited programs already have curriculum maps devised that

may not be in the same format as the curriculum map template, consensus was that if the information was the same, then they should be able to submit what they have

- Assessment Maps – due November 1st, 2024
 - **Reminder** – Programs will be responsible for outlining 2-3 learning outcomes each Fall until all learning outcomes are represented on the final assessment map (no more than three years)
- Assessment Tracking Form
 - Assessment Tracking will not be required until Fall 2025, after assessment plans are implemented for the 2024-2025 school year (what is tracked should match what was reported on the assessment map submitted Nov 1, 2024)
 - Feedback:
 - Assessment tracking form needs an additional section for more information to be added regarding findings (worry that findings will be taken out of context)
 - Narrative should be broken up into sections to ensure each section is included
 - Current plan is to use what we have – Microsoft forms, but Qualtrics is being considered
 - IE to work on a prototype to send to UAC with feedback taken into consideration
 - **UPDATE:** IE has created prototypes for both a Microsoft Forms and Qualtrics version of the survey
 - Microsoft Forms does not allow sophisticated display logic or looping, which would require that a separate survey be filled out for each finding (this could get tedious when programs have to fill out program information for each survey)
 - Qualtrics makes for a much smoother user experience and could capture all of the assessment data in one survey response. However, it comes with an additional expense. Before signing off on this expense, the Provost is looking into whether there is interest elsewhere on campus for a Qualtrics subscription and whether the use of Qualtrics substantially improves the user experience
 - **Test the surveys using the preview links below and fill out this survey to share your thoughts:**
https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_ddwG1TNBvJ4T6l0
 - [Microsoft Forms](#)
 - [Qualtrics](#)
 - **Please note** that the free version of Qualtrics only allows 30 questions and does not allow file uploading. In order to conform to these limitations, I left out the narrative questions

and the option to upload an action plan report for each outcome.

- Action Plan Report
 - At least one action plan report should be submitted each year (evidence of seeking continuous improvement) – first to be due in Fall 2025
 - There should be an action plan report submitted for outcomes that do not meet targets. However, there also needs to be room for programs to prioritize action (not everything can be moved on at the same time) – add an option for programs to explain priorities or reasoning for not moving forward with an action plan.
 - Feedback:
 - The group likes that it is all on one page, easy to read and checks all of the boxes required by SACSCOC, particularly likes the Action plan and Reflection/Discussion boxes with the guiding questions that encourage intentional responses
 - Fills the need for strong action reports and demonstrates that action plans are actually being implemented, as well
- Trainings
 - IE will focus on academic programs in the Spring, and administrative/student support units in the summer
 - March trainings = curriculum maps, April trainings = assessment maps
 - IE to provide a mix of in-person and online trainings, and record videos walking through each process
 - IE to reach out to deans to see if they anticipate needing additional support for programs beyond the group trainings
 - **UPDATE:** Email went out today

Thank y'all!

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“Everything we attempt, everything we do, is either growing up as its roots go deeper, or it’s decomposing, leaving its lessons in the soil for the next attempt.” – adrienne maree brown

