

# University Assessment Committee Meeting Minutes

**Location:** Zoom

**Date:** Wednesday September 17, 2025

**Time:** 2:00pm

## In Attendance

Tracy Luff, Paula Ude, Lonnie Bowe, Sally Howard, John Makous, Anthony Oatricia, Michael Bean, Anna Hardy, Wes Meeteer, Amanda Sauchuck

## 1) Welcome

Amanda Sauchuck opened the meeting by thanking members for attending and acknowledging the difficulty of finding a time that worked for everyone.

## 2) Program Assessment Plans (Due April 2026)

- Amanda reviewed the purpose of the Program Assessment Plan template, noting it was designed from the *Assessment Handbook* and complements (but is separate from) the annual assessment process.
- The plan is intended to help programs map out assessment efforts in advance, removing guesswork.
- All Program Assessment Plans are due in April 2026.
- Discussion on future deadlines:
  - Members agreed the plan should not be submitted annually but only when updates are necessary.
  - Consensus: Plans should be updated and resubmitted on the same schedule as the 5-year program reviews. If no changes have occurred, nothing further would be required.

## 3) Supporting the Culture of Assessment

- Members were asked to bring back feedback from their departments about needs and supports that would strengthen assessment work.
- John Makous suggested continuing CTL workshops on “What is Assessment?” for both new and experienced faculty.

## 4) Five-Year Program Reviews and Annual Assessment Reports

- Reminder: Annual and 5-Year reports are due November 1.
- All reports have been initiated in CAPS except for Data Analytics and Education.
- Education is currently the only program undergoing a 5-year review. Amanda is working with Andrea to ensure materials are completed.
- Faculty were asked to notify Amanda if they encounter issues within CAPS.

## 5) CTL Workshops

- Upcoming sessions:
  - Annual Assessment: Monday, September 29 at noon and Wednesday, October 1 at 1 p.m.
  - NSSE: Tuesday, October 28 at 10 a.m. and Thursday, October 30 at 2 p.m.
- Susan asked whether there is a graduate equivalent to NSSE. Amanda will investigate this further.

## 6) Review of Initiatives

- The committee reviewed 2024-2025 initiatives, discussing those completed, partially completed, or still in progress.

- Members then reviewed the 2025-2026 initiatives and were asked to provide suggested changes or additions.

#### 7) HLC Criterion Changes

- Amanda reviewed recent HLC Criterion updates related to assessment:
  - 3.E. Assessment of Student Learning – Institutions must show program improvements based on assessment.
  - 3.F. Program Review – Institutions must improve curriculum through periodic review.
  - 3.G. Student Success Outcomes – Institutions must demonstrate continuous improvement in student success outcomes, considering student demographics and peer benchmarks.

#### 8) Other Business

- The group agreed to move future meetings to 3:00 p.m. to better fit schedules.