

UNIVERSITY UNDERGRADUATE COUNCIL

December 10, 2019, 3:45pm

Campus Commons 2300 Conference Room

MINUTES

Present:

- | | |
|--|---|
| <input type="checkbox"/> Broghammer, Sean | <input checked="" type="checkbox"/> McClatchey, Christine |
| <input type="checkbox"/> Couch, Charles | <input checked="" type="checkbox"/> Park, Junpyo |
| <input checked="" type="checkbox"/> Dineen, Rachel | <input type="checkbox"/> Somero, Marvin |
| <input checked="" type="checkbox"/> Fitzpatrick, Colleen | <input type="checkbox"/> Tancayo, Michaela |
| <input checked="" type="checkbox"/> Franklin, Scott | <input checked="" type="checkbox"/> Terranova, Victoria |
| <input checked="" type="checkbox"/> Fulton, Jarae | <input type="checkbox"/> Thompson, Susan |
| <input type="checkbox"/> Garrett, Barbara | <input checked="" type="checkbox"/> Tucker, Gardiner |
| <input type="checkbox"/> Hawkinson, Ann | <input type="checkbox"/> Withrow, Nicole |
| <input checked="" type="checkbox"/> Matchett, Nancy | <input type="checkbox"/> Zukiewicz, Adam |

Guest(s): Kim Black

Call to Order

- The meeting was called to order at 3:45pm.

Approval of Agenda

- The agenda was approved without objection.

Approval of Minutes 10-08-19

- The minutes for 10-08-19 were approved without objection.

Approval of Minutes 11-12-19

- The minutes for 11-12-19 were approved without objection.

Reports

Co-Chair - Fitzpatrick – Garrett attends APC & Faculty Senate and reports on UGC’s work. Regarding annual program review, APC requested a one-page document outlining the annual program review process & metrics and how the data will be used.

1. **LAC** – No Report
2. **Assessment Council** – Currently no UGC representative on the Assessment Council
 - Meetings are held on the 2nd Monday of the Month, 2-3pm
 - Continuing work assessing student learning outcomes
 - Park can represent UGC; Fitzpatrick may also attend when available.

Old Business

Fall 2019 UG Commencement Student Speaker – Tucker met with the speaker to help craft the speech for commencement; the speaker has volunteered to do both Saturday ceremonies.

1. **UGC Bylaws updates** – Scott
 - Working with Christine on revisions, which should be ready sometime in January

2. **Academic Review of Metrics UGC Subcommittee Discussion** – Rachel, Victoria, Scott, and Adam

- Reviewing EAB and pruning committee documents to combine the suggestions/recommendations into a single document
 - EAB – some metrics problematic on their own; nuances may help
 - There is concern the Provost's Office annual program review metrics do not have enough qualitative components.

QUESTION/DISCUSSION: Does UGC want to provide suggestions/input to the Provost's Office/Kim Black regarding the annual program process? Yes, UGC should provide recommendations regarding the process; the question is what the most efficient way is to provide input.

- Provost's Office - Annual Program Review overview:
 - It seeks to develop a pragmatic approach using measurable metrics that can be applied broadly to all programs.
 - Annual program review is a component of the larger comprehensive program review process; qualitative analysis comes into play with the comprehensive review.
 - APR's relation to comprehensive review: provide units with data to help map growth/decline and start conversations between deans and the units of their colleges.
 - It is not the intention to make decisions about program continuation based solely on numbers.
- Provost's Office - four primary metrics of annual program review:
 - Number of majors
 - Student credit hours generated
 - Contribution margin model
 - Graduation rates/degrees conferred
- Black is working with IRAS to create reports using the four metrics and a mock-up of secondary analysis to show UGC what the annual program review process would look like. Initial reports will likely be available in January.
 - Other areas beside metrics that Provost's Office and Kim Black are seeking UGC feedback and suggestions:
 - Timing of when the assessment happens
 - Method for disseminating the information to deans, units, etc.
 - Mechanisms to recognize programs doing well
 - Mechanisms to hold programs accountable that have not made meaningful changes
 - Request for UGC to provide 'quality markers' for undergraduate program success.
 - Graduate Council provided 'quality markers' for graduate program success, e.g. how programs prepare students for professional life, what factors are important in programs.

DISCUSSION: The committee wants to provide suggestions to the Provost's Office/Kim Black regarding the annual review process and asked for a summary from the Provost's Office as to why the four primary metrics were chosen. The committee determined that, since

the Provost's Office process is so close to fruition, it makes sense to provide feedback and suggestions once initial reporting data can be assessed. Annual program review is in its piloting phase; the process is meant to improve over time with analysis and feedback. Quantitative data from the primary metrics must be contextualized to elucidate meaning; secondary metrics should help provide context. It would be helpful for the Provost's Office to provide a schematic of how the annual review fits into the comprehensive review, showing how quantitative and qualitative elements parse out at each step.

MOTION: Dineen – It is moved that the ARM subcommittee pause its work until it can review reports from the Provost's Office:

1. Black's office provides context/rationale for the four primary metrics.
2. Sample reports will be reviewed when they become available.
3. Then, UGC decides how to move forward with ARM subcommittee.

VOTE: Approved by voice vote.

3. Annual Program Assessment – Kim Black

- See item number 2, above

4. Timeline for spring commencement speaker and identify selection committee members

- The committee reviewed three documents:
 - Timeline
 - Process, Criteria, and Guidelines
 - Application
- In order to avoid difficulties with timing, the process will begin in January with the deadline for applications set for February 7. The speaker and alternate will be selected by February 21, and the information will be forwarded accordingly.
- Please reach out to colleagues and students to encourage students to apply.
- Commencement Speaker Selection Committee volunteers: Susan Thompson, Jarae Fulton, Colleen Fitzpatrick, and Junpyo Park

New Business

Comments to the Good of the Order

Adjournment

- The meeting was adjourned at 4:57pm.

Colleen Fitzpatrick
Co-Chair

Betsy Kienitz
Recording Secretary