



University Assessment Committee
Meeting Minutes

Date: October 17, 2024, 1:00 – 2:00 PM

Location: MS Teams

Committee Members/Attendees:

<input checked="" type="checkbox"/>	Dr. Robert Haight - Chair	<input checked="" type="checkbox"/>	Mr. Andrew Arvay	<input checked="" type="checkbox"/>	Dr. Rance Berg
<input checked="" type="checkbox"/>	Dr. Eric Cheng	<input checked="" type="checkbox"/>	Ms. Tiffany Gant	<input type="checkbox"/>	PA Ashley Gentry
<input type="checkbox"/>	Dr. Andrea Gordon	<input checked="" type="checkbox"/>	Dr. Lisa Hodge	<input type="checkbox"/>	Mr. Rebel Jones
<input type="checkbox"/>	Dr. Shante Joseph	<input checked="" type="checkbox"/>	Dr. Jin Liu	<input checked="" type="checkbox"/>	Dr. Charlotte Noble
<input checked="" type="checkbox"/>	Ms. Honor Parks	<input type="checkbox"/>	Dr. Ryan Seals	<input checked="" type="checkbox"/>	Dr. Misty Smethers
<input checked="" type="checkbox"/>	Ms. Elizabeth Speer	<input checked="" type="checkbox"/>	Lourdes Ramboa	<input checked="" type="checkbox"/>	Amber Smallwood - Guest
<input checked="" type="checkbox"/>	Andres Torres	<input checked="" type="checkbox"/>	Ms. Vicki Cleveland – Ex Officio	<input type="checkbox"/>	Ms. Kristina Clark – Ex Officio

I. Call to Order

- a. Dr. Robert Haight called the meeting to order at 1:03 PM.

II. Old Business

- a. Minutes approval from meeting on 9/19/2024.

Andrew Arvay moved to approve the minutes and Rance Berg seconded the motion. Two members abstained.

- b. Updated questions for assessment results feedback (Haight).

Dr. Haight reviewed the new version of the Feedback Form for UAC review of assessment plan results:

https://forms.office.com/Pages/ResponsePage.aspx?id=khnecMYHD0ijGKGvy6A5g_8CDSjtVX1KsrLmcGt52NVUNjIRMOUxOEVFNjZEUDJJWVFaS0JETTdQWS4u

III. New Business

- a. Review the sample assessment results and discuss feedback (Haight).

- Dr. Haight presented an example report of CBTS assessment results for the UAC team members to review using the new Feedback Form.
- Dr. Berg mentioned that historical perspective is needed to adequately answer the review questions, to look for changes over time. Dr. Haight shared that the actual Nuventive reports will provide two years of results for each plan.



- Dr. Haight provided further guidance for the review process:
 - Answer the questions from your perspective. You don't have to be an expert on the specific program to provide insights. There is no right or wrong answer – this is your observation and judgment from your unique viewpoint and expertise.
 - If no challenges were observed in the student learning assessment process, it is acceptable to note that no challenges were identified.
 - The second question about perceived opportunities or strategies is intended to celebrate and share good things that the program is doing to improve student learning that could be helpful for other programs.
 - The third question highlights good practices for continuous program improvement.
- Mr. Arvay asked if the assessment reports that UAC members receive include everything that was mentioned. Dr. Haight confirmed that only the assessment results report content should be utilized in the analysis.
- Dr. Berg mentioned that if you have related program knowledge and notice that the assessment report does not include a type of analysis or metric of which you have knowledge, make a suggestion about what could be added to improve the student learning assessment.
- b. Dr. Cheng moved to approve the three UAC Feedback questions for contextual analysis of assessment results, and Dr. Berg seconded the motion. The motion carried unanimously.
- c. Ms. Clark will begin sending out assessment result reports to committee members November 4. The goal is for each UAC member to review one a month for November, December, and January.

IV. Items from the floor.

- a. Dr. Cheng asked about administration of a graduate student survey, and it was shared that the individual academic programs and the Career Readiness Center issues surveys to graduating students.
- b. Mr. Arvay added that the Division of Student Affairs was approved to issue the National College Health Assessment survey in November to collect student health behavior information that will help design services to support students and improve the student experience. The American College Health Association deploys the survey and provides results reports. A drawing for 10 pairs of AirPods will be held as an incentive for survey respondents. Arvay will provide



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current and previous survey results to UAA for assistance with analysis and insights.

V. Adjournment

With no further business, the meeting adjourned at 1:33 PM.