







UL Assessment Committee Meeting Agenda

Monday, May 14, 2018

Meeting Details

| | | |
|------------------------|---------------------|--|
| Type | Regular meeting |     Quarterly-Assessmen Guide-to-Reviewing- Participant-Data-App t-Review-Flowchart.pQuarterly-Tk20-Entrieroval-Policy_DRAFT_jl |
| Time | 10:00-11:00am | |
| Room | SUB I, Room 4210 | |
| Called by | Elysia Lash | |
| Note Taker | Julie Kim | |
| Parliamentarian | Select or type name | |

 UL-Pre-Data-Collecti ULA_Participant-Data on-Flowchart_DRAFT_-Collection-Proposal-I

Attendance Confirmation

| Name | Office/Unit/Department | Role | Present | Absent | Comments |
|-------------------|-------------------------------|--------|-------------------------------------|-------------------------------------|------------------------|
| Elysia Lash | UL Assessment | Chair | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Amber Hampton | ODIME | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Birgit Debeerst | OIPS | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Christian Barber | Housing and Residence Life | Member | <input type="checkbox"/> | <input type="checkbox"/> | |
| Dennis Webster | Special Diversity Initiatives | Member | <input type="checkbox"/> | <input type="checkbox"/> | |
| Emilie Dubert | Off-Campus Student Services | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Michael Galvin | Operations and Planning | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Erin Harpine | Student Health Services | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Janae Haaland | Mason Recreation | Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ((pending member)) |
| Jason Northrup | Disability Services | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Julie Kim | University Life Assessment | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Julie Choe Kim | Graduate Student Life | Member | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Kaitlin Oyler | OFPS | Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ((departing member)) |
| LuLu Geza Kelemen | LGBTQ Resources | Member | <input type="checkbox"/> | <input type="checkbox"/> | |
| Nick Lennon | LEAD | Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ((pending member)) |
| Phil Mcdaniel | Student Involvement | Member | <input type="checkbox"/> | <input type="checkbox"/> | |
| Stephanie Lampron | University Career Services | Member | <input type="checkbox"/> | <input checked="" type="checkbox"/> | ((potential conflict)) |
| | | | | | |
| | | | | | |

Call to Order

Elysia Lash is scheduled to call the meeting to order at 10:00am.

Unfinished Business

A. Working Groups Updates (Elysia Lash)

1. Program Review
2. Assessment Bootcamp

New Business

A. Quarterly Assessment Reporting Audit/Review Guidance (Julie Kim)

1. Intro to quarterly audit and review process
 - a. Handouts will be distributed at meeting (Also attached here: Double click on flowchart and guide PDFs on p. 1).
2. Reviewing the process using actual Q3 Tk20 unit entries
 - a. Handouts for each unit will be distributed at meeting

B. UL Assessment Policy Manual Update (Julie Kim)

1. Participant Data Collection Review Policy, Form and Flowchart
 - a. Handouts will be distributed at meeting (Also attached here: Double click on three PDFs on p. 1).
 - b. Tracing the process using the pre-data collection flowchart and outcomes from the Q3 handouts

Announcements/Reminders

A. Assessment Committee Membership (Elysia Lash)

Discuss nominating new members and rotating membership

B. Annual Cycle Reminders

- June 30th - End of Quarter 4 and 2017-2018 Annual Cycle
- July 1st -Beginning of 2018-2019 Annual Cycle
- July 15th - Final EOY close out of all 2017-2018 goals, outcomes, and KPI's
- August 1st - Deadline for 2018-2019 goals, outcomes, and KPI's entered into Tk20

C. New Agenda and Minutes Process (Julie Kim)

1. New template for agenda and minutes
2. Plan to begin saving committee schedule, agendas, and approved minutes in Office 365 Groups space and posting on website

Adjournment

The meeting is scheduled to adjourn at 11:00am.

Next Meeting

The next UL Assessment Committee meeting is scheduled for Monday, June 11, 2018, SUB I, 4210.