

**Worcester Polytechnic Institute**  
**Undergraduate Outcomes Assessment Committee (UOAC) Meeting #1 Minutes**  
**Date: Friday, September 15, 2023**  
**Location: ZOOM meeting**

Present: Doug Petkie (Chair, PH), Andrea Arnold (MA), Soroush Farzin (CEAE), Courtney Kurlanska (DIGS), Destin Heilman (CAP, CBC), Chrys Demetry (MCTL), Kent Rissmiller (Provost's Office – Global School), Melissa Leahy (Office of Strategic Initiatives)

1. Chair D. Petkie called the meeting to order at 9:04 AM.
2. The meeting began with an introduction of this year's UOAC members:

Doug Petkie (Chair, PH)  
Andrea Arnold (MA)  
Soroush Farzin (CEAE)  
Courtney Kurlanska (DIGS)  
Destin Heilman (CAP, CBC)  
Chrys Demetry (MCTL)  
Kent Rissmiller (Provost's Office – Global School)  
Melissa Leahy (Office of Strategic Initiatives)  
TBD (student representative)

3. A. Arnold was selected as A-Term Secretary.

4. The committee discussed the A-Term meeting schedule, updates to communication and file sharing (via Canvas and Microsoft Teams), and the role of UOAC. Per the Faculty Handbook, UOAC is a sub-committee of CAP responsible for:

- a. Proposing policy with regard to WPI's undergraduate learning outcomes;
- b. Identifying and facilitating procedures for assessing those outcomes;
- c. Coordinating outcomes assessment activities on campus;
- d. Communicating assessment results; and
- e. Formulating academic policy recommendations based on its assessment activities.

The committee reviewed the distinctions between UOAC's mission and the assessment of departmental majors and programs (for which UOAC is not responsible).

5. The committee discussed outstanding business from AY22-23, including review of meeting minutes and the annual report. Minutes from the meeting on March 20, 2023, were approved with minor edits.

6. As CAP representative, D. Heilman updated the committee on CAP's initiative in gathering data and assessing WPI's "test blind" policy for undergraduate admissions. While this assessment is not in the purview of UOAC, the committee discussed a willingness to share information from current assessments that may be relevant to this task.

7. C. Demetry mentioned that the Humanities & Arts (HUA) requirement is on the assessment calendar for summer 2024 and volunteered to begin conversations with Kate Moncrief (Professor and Department Head of HUA) and other HUA departmental leadership about the assessment process.

8. The meeting adjourned at 9:51 AM.

Respectfully submitted,

Andrea Arnold, A-Term Secretary