

**Worcester Polytechnic Institute**  
**Undergraduate Outcomes Assessment Committee (UOAC) Meeting #2 Minutes**  
**Date: Friday, September 29, 2023**  
**Location: ZOOM meeting**

Present: Doug Petkie (Chair, PH), Soroush Farzin (CEAE), Courtney Kurlanska (DIGS), Destin Heilman (CAP, CBC), Chrys Demetry (MTLC), Kent Rissmiller (Provost's Office – Global School),

1. Chair D. Petkie called the meeting to order at 9:04 AM.

2. S. Farzin volunteered to be the meeting secretary.

**3. Discussion on Assessment Coordination and Support from Administration**

Kent Rissmiller reported that the eProject system's automated reminder is in place and suggested incorporating a closure time for submitting the advisors' assessment. Courtney Kurlanska proposed including MQP's Advisor Assessment as part of advisor training.

The discussion underscored the necessity of assessing the effectiveness of Advisor Reports by reviewing aggregate data, in terms of nine learning outcomes such as team collaboration, which are not easily quantifiable from MQP reports.

Chrys Demetry emphasized the need for a standard review cycle for MQPs in the assessment calendar in accordance with NECHE and ABET. The committee discussed identifying an Assessment Coordinator to manage the MQP/IQP review process. Kent Rissmiller mentioned involving Nick Blank and Dan Richard for support in visualization and analysis of IQP/MQP assessments from eProjects.

**4. Potential Next Year's Agenda Items**

- The committee discussed on potential agenda items for the academic year, including:
  - Advisor Reports on IQP and MQP Learning - response rate, process adjustments, collaboration with eProjects for reporting.
  - Formalizing and approving the assessment calendar (3-year vs. 5-year review cycles) and determining responsibility for its maintenance.
  - Communication with senior administration regarding resources and support
  - Review of Enrolled Student Survey data, considering inviting Emily Perlow to the meeting for insights.

5. The meeting concluded with a plan to review the assessment plan document for the upcoming academic year (2023-2024) and to further discuss the structure and agenda of the committee in subsequent meetings.

6. The meeting adjourned at 9:51 AM.

Respectfully submitted,  
Soroush Farzin, Secretary