

## UOAC Minutes

Meeting #5 – October 8, 2014

Present: Ault (secretary), Demetry, Desjardins, Heinricher, Rissmiller (chair), Rulfs, Shivkumar

1. The meeting was called to order at 2:10pm in the Recreation Center by StepMaster Rissmiller.
2. The minutes of the October 1st meeting were approved as written.
3. The committee discussed a letter drafted by Chair Rissmiller addressed to the administration regarding the need for staff support as necessary to fulfill the committee's charge. Data from various sources as described in the Institutional Assessment Plan (aka "the matrix") need to be assembled, compiled, sorted and analyzed before they can be interpreted and used in ongoing efforts to improve the curriculum. The information analyst should have relevant expertise in educational assessment and data mining. Chair Rissmiller will edit the draft letter based on the committee's comments.
4. Chair Rissmiller noted that the ABET departments and programs have now compiled self-study reports based on summer MQP reviews, student MQP reports (surveys), and other data sources. The committee is interested in the types of data that were collected and how it was used by the departments in the self-study reports. Dean Heinricher has copies of the reports. These reports will be studied to determine whether there could be a common core of MQP summer review questions such as one which was drafted by the committee in 2013.
5. The committee noted that assessment, feedback and continuous improvement needs to become a routine part of our culture, as evidence to support claims about the benefits of our unique program.
6. Meeting adjourned at 2:50pm.