

Minutes
UCAP Meeting
September 10, 2007
3:00 PM
Main 251

Attending: Sue Blanshan, Virginia Broaddus, Roberta Dorr, Kaye Gapen, Sharon Mailey, Suellen Meara, Cristina Parsons, Robert Redmond, Iliana Restrepo, Debra Tervalá

Dr. Blanshan called the meeting to order at 3:02 PM, noting that she would convene the meeting initially until such time as a chair was elected. She indicated that the agenda would include a review of the April 23 minutes, status of programs, a review of the new program review protocol, and a discussion of programs queuing up for review this academic year.

After the April 23 minutes were distributed and reviewed, Sue called for additions and corrections. Hearing none, Dr. Robert Redmond moved that the minutes be accepted; Dr. Roberta Dorr seconded. The minutes were approved as submitted.

Sue then noted that Dr. Virginia Broaddus, as Assistant Vice President for Academic Affairs, serves to assist the committee as a non-voting participant. Sue subsequently reviewed the meeting schedule and the list of committee members. The Faculty Welfare Committee will be approached to nominate an at-large member to replace Dr. Bowditch. Sue reminded the committee that the meeting schedule and minutes for UCAP and all Academic committees can be found on the Academic Governance page of Trinity's website.

Sue then called for nominations for this year's UCAP chair, indicating that the chair works closely with the Vice President for Academic Affairs and the Assistant Vice President for Academic Affairs. Dr. Cristina Parsons nominated Dr. Bob Redmond for the position of chair; Dean Suellen Meara seconded; Dr. Redmond was appointed by acclamation for a one-year chairship.

Bob then chaired the meeting, reviewing the status of program reviews from last year based on a distributed handout prepared by Ginger. Cristina will review the English program's assessment materials. Ginger will ensure that final information is gathered from the Philosophy program and that that review is completed. Dean Debra Tervalá will work with Dean Elizabeth Child and Sue and Ginger to check status for the undergraduate Communication program's third year review, which was due this summer. Debra will work with Sue and Ginger to follow up on the Business Administration program review for SPS. The Sociology program's third year report will be reviewed by Dr. Iliana Restrepo and Academic Services Center and Library Director Kaye Gapen. At Sue's request,

Ginger will ensure that previous program review protocols are archived on the Academic Affairs website.

Handouts detailing the new program review protocol were then distributed, and Sue provided some background about an institutional desire to simplify and strengthen assessment, derived in part from the 2006 Self Study Report for Middle States. She noted that the process is intended to be more fully a peer review process that depends upon data points supplied by Academic Affairs. Sue briefly discussed the External Review process that is suggested in the new protocol and indicated that there will be some additional institutional discussion around how to incorporate such external review. Sue explained that for 2007-2008, the Human Relations program, which offers majors in both the College of Arts and Sciences and the School of Professional Studies, will be undergoing programmatic review. The Office of Academic Affairs will supply appropriate data points as identified in the distributed protocol, and Sue, Bob, and Ginger will meet with Dr. Carlota Ocampo, program chair, to review the process for program review. Ginger will re-distribute the program review schedule indicating the year in which each program will begin the three-year review process.

Suellen then asked about the need to address student learning outcomes in a more standardized fashion as part of program reviews, and it was decided that a sub-committee would work together to draft a set of standards that could be distributed, standards that could ideally link to goals for each collegiate units.

There were no additional items for the agenda. Dr. Sharon Mailey moved to adjourn the meeting, and Bobbie seconded the motion. The meeting adjourned at 3:55 PM.

Respectfully submitted,

Virginia Broaddus