

MINUTES OF THE UPC MEETING

December 10, 2009

Members present: Jeanne Skoug, Susan Harrison, Dwight Watson, Lori Schneider, Bob Hooper, MJ Brukhardt, Rama Yelkur

Guests: Andy Nelson, Mike Wick

The meeting was called to order at 10:03 am.

Mike Wick reported on the new template for the Annual Report. He would like to get this to the Department Chairs as early as possible. APC wants to dovetail this to the seven- year review cycle. The intent is to keep the template fairly stable. The form includes information on how people perform on Gold Arrows and Inclusive Excellence. David Shih helped with the Inclusive Excellence. Closing the loop (III) includes PEEQ, Equity Score Card, HLC and assessment, and Program Review (Self Study). Key Performance Indicators for teaching and learning (IV) disaggregates the KPI not by departments but by broad disciplines.

The APC has not weighed in on how to modify this to match the existing self study questions (program review). Some of the questions and comments from UPC members on this new annual report format are as follows:

- What is the base line for the new format?
- How frequently these need to be done?
- Is there too much information requested?
- Is the purpose of the document to ask for resources or is it for to make sure that we are following the strategic plan?
- Departmental goal s and indicators may be different from institutional goals, how can this be addressed?
- There might be some measurement issues.
- What are the barriers that departments will face?
- It might encourage planning at the department level.
- Should it be flexible or prescriptive?
- It begs the question, “what is the purpose of the annual reporting process?”
- College of Business has a reporting software subscription called Digital Measures; something like this will may make the reporting more consistent across departments.

Mike Wick will solicit input from key people as to what their opinion is. He will discuss the possibility of a different version of the form and how to make this work institution-wide.

Everyone should email MJ on what the UPC needs for annual reporting. We need to focus on out KPI on what worked and what did not work.

MJ has not heard back from the Provost on the 1st Gold Arrow priority recommended by the UPC.

An idea proposal by MJ: Can a specific individual be assigned to be responsible for the implementation of the each Gold Arrow? Then the UPC can put forward action projects and KPI to the individual responsible. There were some recommendations on individuals that should be responsible for each Gold Arrow that MJ will propose to the Chancellor.

Andy and MJ will work on a template for the KPI reporting and will share this with the UPC. Dwight indicated that he would join them.

MJ indicated that it was important to compare the KPI reporting with the Annual reporting template. We need to keep in mind the success measures and what the role of the UPC is in this. It is also important to keep in mind the institutional goals in establishing goals for the department. There needs to be some alignment between the two. We (UPC) may need to take on this responsibility of the annual departmental reporting process.

With the retirement of the Chancellor's assistant, Jan Sloan and Christine Webster will be filling in until that position is filled.

The meeting was adjourned at 11:58 am

Respectfully submitted by,

Rama Yelkur
Secretary for the Meeting