Present: Costel Calin, Ray Cotrufo, Karen Cummings, Charlie Dellinger-Pate, Heidi Lockwood, Rebecca Silady (chair), and Robert Smith,

Absent: Marybeth Fede, Jesse Gleason, Anthony Richardson, and Pat Starvaggi

Meeting began at 9:43 am

Old Business

• Review of the Standards and Assessment Review Committee By-Laws
  o Amendments
    ▪ Agendas will be sent out one week prior to meetings
    ▪ Co-Chairs will be elected by the StAR Committee
    ▪ Amendments to the StAR Committee By-Laws will be guided by the UCF Constitution and GC By-Laws and by the “Academic Departmental Review” document

• Motion to approve the Standards and Assessment Review Committee By-Laws made by Karen Cummings and seconded by Costel Calin
  o In favor: 7
  o Against: 0

New Business

• Election of new committee chair
  o Nomination of Tricia Lin by Heidi Lockwood and seconded by Costel Calin
    ▪ Tricia Lin accepted the nomination via email
    ▪ In favor: 7
    ▪ Against: 0

Meeting ended at 10:22am
Standards and Assessment Review (StAR) Committee is a sub-committee of the Undergraduate Curriculum Forum (UCF) and the Graduate Council (GC) with the following responsibilities:

A. Define and apply UCF and GC assessment standards and procedures in support of departments undergoing review.

B. Evaluate self-study reports prepared by departments or program directors, meet with department or program representative(s) and present findings in reports to UCF and GC.

C. Report to the UCF and GC membership on the progress of the assessment process.

D. Periodically review and revise the standards for department program review as needed.

E. Provide assistance to departments and individuals in conducting department reviews.

F. Work with the LEP Director for Assessment and Planning to assist in the design and implementation of LEP assessment.

G. Collaborate with Office of Assessment and Planning (OA&P) to facilitate the creation of surveys and sharing of University assessment and with Office of Institutional Research (OIR) for the sharing of demographic data as necessary.

I. StAR Committee Membership and Terms of Appointments

A. StAR membership shall consist of 10-14 members, with representation from each academic school and equal representation from the GC and UCF. Efforts should be made to ensure continuity on the committee and to select GC and UCF members with interest and preferably experience with assessment, program evaluation, and/or accreditation. Membership shall be determined during the first UCF and GC meetings of the academic year according to the UCF and GC constitution guidelines. All GC and UCF members are eligible to serve as StAR Committee members.

B. The StAR committee shall elect the co-chairs of the committee at the last meeting of the academic year for the upcoming academic year. One chair shall be a
member of UCF and one chair shall be a member of GC. In the event that no consensus for co-chairs is reached at that time or that the elected co-chairs are no longer eligible or able to serve, new chairs shall be elected at the first meeting of the new academic year.

C. The Co-Chair of the StAR Committee from GC may be re-elected once, serving a total of two consecutive one-year terms.

D. The Co-Chair of the StAR Committee from UCF may be re-elected twice, serving a total of three consecutive one-year terms.

E. The Co-Chairs of StAR shall each receive 1 credits of reassigned time per semester.

II. Meeting Schedule
   A. StAR shall meet at least monthly during the academic year. The StAR Committee meets monthly on the first Monday of each month (October-December and February-May) from 1 pm-3 pm.

III. Quorum
   A. More than fifty percent of all StAR members constitutes a quorum.

   B. The Co-Chairs of StAR shall determine whether a quorum is present before voting takes place.

IV. Rules of Order
   A. Proceedings of the StAR Committee shall be governed by the StAR Bylaws.

   B. In the case of conflict, the Co-Chairs will determine the resolution procedure.

V. Voting
   A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The Co-Chairs shall appoint tellers to conduct the ballots.

   B. If the quorum is met, no absentee ballots or proxies shall be permitted for StAR business.

   C. If the quorum is not met; absent StAR members will be given a timely opportunity to cast their votes electronically.

   D. If the quorum is met, a simple majority carries the vote.

VI. Order of Business
   A. The order of business at regular StAR meetings shall be:
      1. Meeting called to order
      2. Announcements
3. Old Business
4. New Business
5. Adjournment

B. Any member of the committee shall have the right to request consideration of additional items for the agenda by submitting the request in writing to the Co-Chairs.

VII. Rules of Procedure
The following rules shall govern the normal business of the StAR Committee.

A. The agenda, insofar as possible, shall be delivered electronically to StAR members at least one week prior to the meeting at which it is to be presented.

B. Any major policy statement or document developed by the StAR Committee and approved by the UCF and GC shall be reproduced in its final form and archived on the UCF and GC web sites.

C. Approved minutes will be made available to the entire university through the UCF and GC web sites.

D. The latest version of the Bylaws shall be published in their entirety on the UCF and GC web sites.

E. Following the StAR Committee’s review of the program’s self-study report, there shall be a final summative vote of either “full approval” or “accepted with revisions” per the “Academic Departmental Review” document.

F. In the case where “accepted with revisions” has been given an interim report will be due 1-2 years from the published due date for the initial report in the “Seven-Year Department Review Schedule,” this interim report shall address the conditions cited in the StAR Committee’s summary report. The interim report addressing the cited conditions with a clear action plan and timeline will be evaluated by the StAR Committee in accordance with the same process outlined above for initial reports. If the interim report does not receive “full approval” and instead is “accepted with revisions,” another interim report must be written by the department and a new action plan and timeline will be established for submission of that report. The Provost/Academic Vice President, the Dean of the School of Graduate Studies (if applicable), and the appropriate Academic School Dean will be notified. Programs whose interim reports receive full approval from the Graduate Council and Undergraduate Curriculum Forum will next be evaluated by the StAR Committee seven years from the date that they submitted their initial (full) report.

G. If a department does not submit the appropriate written report according to the timeline, the StAR Committee will so advise the UCF and Grad Council. The co-chairpersons of the StAR Committee will provide written notification to the
Provost/Vice President for Academic Affairs, Dean of the appropriate academic school, chairperson of the department, and coordinator(s)/director(s) of the program(s) to request a meeting to outline a schedule for and aid in the successful completion of the review process.

VIII. Amending By-laws

A. When considering a By-laws change or amendment, StAR members must be notified in writing at least one week in advance of the meeting. A two-thirds majority vote in favor of the proposed change will be sufficient to recommend a change or amendment to the By-laws, as long as a quorum is present.

B. The following documents will guide StAR members in their deliberations:
   1. UCF Constitution and GC By-laws
   2. “Academic Departmental Review” document