PRAC minutes  
April 18, 2013

Present: M. Bay, S. Clerc (chair), R. Zipoli, R. Silady, K. Gorniak, J. Webb, T. Radice, T. Lin, M. Enjalran, C. Dellinger-Pate, M. Fede, P. Kahlbaugh

Absent: M. Davidson, C. O’Sullivan

Meeting began 9:45 am

S. Clerc profusely thanks the members of the Committee for their outstanding service this year.

The Committee recommends continuing approval for Communication. The department’s self-study report should serve as an exemplar for other departments/programs.

Motion 1:  
Whereas programs and departments are actively engaged in serious and comprehensive program review and assessment, and  
Whereas a standing committee of the Undergraduate Curriculum Forum convenes specifically to review these programs’ assessment and to make recommendations for approval to UCF, and  
Whereas departments and programs are required to gather data on student measures and learning outcomes, and  
Whereas collecting said data is a burden on departments,  
Be it resolved: That the university administration purchase electronic portfolio software to collect learning outcome measures, that this software be available to students free of charge, that the content be customizable by departments/programs, and that adequate IT support for faculty and students be supplied.

Motion 2:  
Whereas programs and departments are actively engaged in serious and comprehensive program review and assessment, and  
Whereas a standing committee of the Undergraduate Curriculum Forum convenes specifically to review these programs assessment and to make recommendations for approval to UCF, and  
Whereas the university already gathers much of the data required for some standards of the Academic Program Review document for the purpose of annual reviews,  
Be it resolved: That the university administration, in consultation with faculty, develop a template to import the data into a form for program review.

Recommendation:  
If PRAC continues to exist while undergraduate assessment is suspended, the agenda should include establishing an infrastructure for the assessment process, especially with regard to IT; benchmarking how assessment is done at other institutions; revising the document with the goal of reducing the number of criteria, shortening the length of self-study reports, and making the process more department-centered; investigate the relationship of reviews to the University’s Strategic Plan; and working with departments to improve the process.

However, PRAC should continue only if the chair is granted reassigned time.

Meeting adjourned 10:50

Submitted by S. Clerc