

# Administrative Unit Assessment Council Meeting

Tuesday, September 29, 2020

3:00 p.m. – 4:00 p.m. Zoom Meeting

<https://kutztown.zoom.us/j/96428892936?pwd=T1dJbTA2RitWMXdnUjNURitMS0hhUT09>

## AGENDA

Guest: Krista Prock

MSCHE Virtual Site Visit Committee (update)	C. Wells
Administrative Units Assessment Contacts (updated list)	Council
Administrative Units Assessment Inaugural Session (Monday, September 14)	K. Prock/C. Wells
Administrative Units Second Assessment Session (Friday, October 16; 10:00 a.m. – 10:50 a.m. and 11:00 a.m. – 11:50 a.m.)	K. Prock/C. Wells
Administrative Units and Programs Annual Assessment Report 2019-2020	C. Wells
Administrative Units Assessment Report – Rubric* (9-30-20)	Council

Chad Brown/T. Wert

- Accounting and Budget
- Accounts Payable and Procurement Services
- Facilities
- International Programs
- KU Card Office and Mail Services
- Mail and Storeroom Services
- Office of Student Accounts
- Student Conduct
- Transportation Services

E. Pflugler/A. Sandt

- Academic Enrichment
- Career Development
- Distance Education
- Grants and Sponsored Projects
- Honors Program
- Information Technology
- Library

- Student Success Center
- Veterans Services

#### K. Rhode/M. Stevenson

- Admissions
- Community Outreach Center
- Counseling and Psychological Services
- Financial Aid
- LGBTQ+ Resource Center
- Health and Wellness Services
- Health Promotion and Alcohol and Other Drug Services
- Housing and Dining Services
- Women's Center

#### M. Demetor/C. Wells

- Disability Services Office
- Human Resources
- Institutional Research
- Office of Assessment
- Public Safety
- Registrar's Office
- Social Equity
- University Relations

#### J. Fox/G. Shelley

- KU Presents
- McFarland Student Union
- Multicultural Center
- New Student Orientation
- Pennsylvania German Cultural Heritage Center
- Residence Life
- Sports Medicine
- Student Assistance
- Student Involvement

#### \*Timeline – Administrative Unit Assessment

- September 30, 2020* Review/revise mission statement; define core functions for 2020-2021; review/update unit operational goals and/or student learning outcomes for 2020-2021.
- November 16, 2020* Define criteria for success for each goal/student learning outcome; identify measures for each goal and student learning outcome.
- December 18, 2020* Final report for academic year 2019-2020.
- September 30, 2021* Submit summary of findings for each goal/student learning outcome and recommended response to the data.

Reminder: 2020 IUPUI Assessment Institute; online October 25-28, 2020; registration is free. For a list of sessions and more information see: <https://assessmentinstitute.iupui.edu/>.

#### Fall Semester Meetings

- Tuesday, October 13; 3:00 p.m. – 4:00 p.m.
- Tuesday, October 27; 3:00 p.m. – 4:00 p.m.
- Tuesday, November 10; 3:00 p.m. – 4:00 p.m.

# Administrative Unit Assessment Council Meeting

Tuesday, October 13, 2020

3:00 p.m. – 4:00 p.m. Zoom Meeting

<https://kutztown.zoom.us/j/93835191896?pwd=VW9pVDYrZVE3VTU5bHhNeG5pNS8vdz09>

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| Administrative Units and Programs Annual Assessment<br>Report 2019-2020   | C. Wells          |
| Administrative Units Assessment Reports<br>(9-30-20) (updates)  | Council           |
| C. Brown/T. Wert  |                   |
| <ul style="list-style-type: none"><li>• Facilities</li><li>• Financial Services (merging of Accounting and Budget,<br/>Accounts Payable, and Procurement Services)</li><li>• International Programs</li><li>• KU Card Office and Mail Services</li><li>• Mail and Storeroom Services</li><li>• Office of Student Accounts</li><li>• Student Conduct</li><li>• Transportation Services</li></ul> |                   |
| E. Pflugler/A. Sandt  |                   |
| <ul style="list-style-type: none"><li>• Academic Enrichment</li><li>• Career Development</li><li>• Distance Education</li><li>• Grants and Sponsored Projects</li><li>• Honors Program</li><li>• Information Technology</li><li>• Library</li><li>• Student Success Center</li><li>• Veterans Services</li></ul>  |                   |

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- Housing and Dining Services
- Women's Center

M. Demetor/C. Wells

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- Tutoring
- University Relations

J. Fox/G. Shelley

- Athletics, Recreation, and Sports Medicine
- KU Presents
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- Multicultural Center
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- Residence Life
- Student Assistance
- Student Involvement

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