

**TRINITY  
Minutes  
U-CAP Meeting  
April 23, 2007  
3:00 pm – M246**

Attendance: Sue Blanshan, Brunella Bowditch, Virginia Broaddus, Cynthia Chance, Lee Chiang, Bob Maguire, Sharon Mailey, Cristina Parsons, Bob Redmond, Mary Reintsma, and Iliana Restrepo.

Dr. Brunella Bowditch called the meeting to order at 3:05 p.m. The agenda was circulated.

Dr. Ginger Broaddus circulated a copy of program review status. Discussion then ensued about the timeline for returning evaluations to UCAP. All reviewers should submit all evaluation materials to Brunella, copying Ginger, no later than May 5. This affords programs the summer to implement recommendations and/or to respond to reviews as necessary. In those instances in which programs have been given extensions, the reviewers should return materials within two weeks of their receipt. As necessary, UCAP members will be contacted over the summer regarding summer program review submissions. Brunella will then work with Ginger to draft UCAP's final response, which will be a blind review that compiles the work of both reviewers along with a cover letter from Brunella. Copies of the protocols for program review were circulated.

Brunella then distributed a document outlining the new program review protocol, as compiled by the Office of Academic Affairs. Dr. Sue Blanshan indicated that the draft's final iteration will include discussion about external reviewers. Brunella then noted that the final draft would also usefully be more pointed in its discussion of how student learning outcomes are incorporated in program reviews. Sue noted her appreciation for this feedback and indicated that it would be incorporated in the final version circulated to the committee.

The meeting continued with discussion about appropriate measures of student learning outcomes, both on local and national levels, before members adjourned at 3:30 p.m.

Respectfully submitted,

Virginia Broaddus