Office of Executive Director of Institutional Effectiveness and Human Resources

WHAT: Minutes - University Assessment Committee (UAC) and Core Competency Meeting

WHEN: (3:00 - 3:45) February 15, 2024

WHERE – Via WebEx at https://nsula.webex.com/meet/hallf

Attendees:

Academic Review Committees:
- **Arts and Sciences:** Michelle Holcomb
- **Education and Human Development:** Dr. Amy Craig
- **Nursing:** Dr. Debra Clark/Dr. Anna Morris/Krystyna Tabor
- **Allied Health**: Dr. Tammy Curtis
- **Business and Technology:** Dr. Curtis Penrod

Administrative Review Committee:
- **Registrar**: Barbara Prescott - Charlotte Grayson
- **Library:** Dr. Megan Lowe
- **Auxiliary Services:** Jennifer A. Kelly – Lindsey Vascocu
- **Student Support Services:** Dr. Bob Jordan
- **Athletics:** Dustin Eubanks
- **External Affairs:** Leah Jackson
- **Student Experience:** Reatha Cox/Dr. Yonna Pasch
- **Technology Innovation and Economic Development:** Emily Perritt
- **Information Technology Services**: Stan Hippler
- **Business Affairs:** Terra Raupp
- **University Affairs & Police:** Jon Caliste
- **Institutional Research:** Dawn Mitchell (absent)
- **Office of Institutional Effectiveness:** Frank Hall/Roni Biscoe

Core Competency Coordinators:
- **English.** Dr. Jennifer Enoch
- **Mathematics.** Zeb Marcotte
- **Natural Sciences.** Dr. Christopher Lyles
- **Humanities.** Emily Zering
- **Social/Behavioral Sciences.** Dr. Dean Sinclair
- **Fine Art.** Dr. John Dunn

University Leadership in Attendance:
- **Provost and VP, Academic Affairs**: Dr. Greg Handel
- **VP, The Student Experience:** Reatha Cox
- **Chief Information Officer** – Information Systems: Stan Hippler
- **Executive Director, Economic Development, Innovation, and Outreach:** Laurie Morrow

Prepared by: Frank R. Hall, Director of Institutional Effectiveness (DIE)

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- **Executive Director Institutional Effectiveness & Human Resources:** Veronica Biscoe
- **Dean, College of Arts and Sciences**: Dr. Francene Lemoine
- **Interim Dean, Gallaspy College of Education and Human Development:** Dr. Neeru Deep
- **Dean of the College of Business and Technology:** Dr. Mary Edith Stacy
- **ECE Director:** Gwen Fontenot
- **Research Council and Editor of the University's Strategic Plan:** Dr. Betsy E. Cochran

MINUTES:

❖ **President's Priority.** *Provide responsive student services that aid regional, national, and international recruitment, retention, and student success. There is no change to the President's Priorities.*

❖ **SACSCOC Fifth Year Report Decision.** DIE shared the official notice from Dr. Belle S. Wheelan, SCASCOC President, with attendees. "The SACSCOC Board of Trustees reviewed the institution's Referral Report following the submission of its Fifth-Year Interim Report in June 2023. No additional report was requested." The result reflects exceptional teamwork throughout the organization.

❖ **Mid-Year Brief**. Request Assessment Coordinators use the University Tracker to reflect the status of mid-year reports. Please submit to DIE by March 1, 2024. Mid-Year Brief is March 13, 2024.

❖ **Key Dates.** AC 2023-2024 calendar key dates:

  o All mid-year report input is due March 1, 2024 – submit update via Assessment Tracker to DIE.

  o Student Achievement data for Fall 2023 is due on March 1, 2024. Need input from GCEHD, CONSAH, Vet Tech, and Institutional Research.

  o Mid-Year Brief to the President is March 13, 2024. The presentation format is contingent on the number of proposed changes and subsequent discussion with the President. DIE may use this meeting to update SACSCOC Planning moving forward. More to follow.

  o End-of-year reports for all assessments are due June 21, 2024. Die talked through the mid-year assessment and asked coordinators to ensure we stay true to the University format.

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❖ **University Assessment Process.** DIE explained the Decennial report timeline and the challenges the University faced. He asked for changes to be implemented during this cycle to allow a comparison between assessment cycles (this year to next). SACSCOC looks for routines (typically 3).

2023-2024	2024-2025	2025-2026	2026-2027
Implement Changes	1st Comparison to Changes	2nd Comparison to Changes	Report due

❖ **Update – Replace Key Personnel.** Please use the Assessment Tracker for updates. You can use the same tracker to update personnel and Mid-Year Report status.

❖ **Core Competency Updates Received.** DIE asked Core Competency Coordinators to review the update and let the DIE know if changes needed to be made.

❖ **Questions – Discussion.**

  o The DIE suggested that those who hold academic and administrative meetings (regardless of type) produce and retain the agenda and minutes. Meeting minutes are excellent evidence to demonstrate compliance.

  o The DIE mentioned Standard 6.2.a Faculty Qualification being the most cited standard, with 95% of submissions being non-compliant. More to follow on this subject.

The next UAC – CCC meeting is April 11, 2024, via WebEx at https://nsula.webex.com/meet/hallf.

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