

Office of Executive Director of Institutional Effectiveness (EDIE) and Human Resources

WHAT: University Assessment Committee (UAC) Meeting Minutes

WHEN: (3:00 – 4:30) 30 May 2017

WHERE: Caspari, 3rd Floor Conference Room

AGENDA:

- ❖ Meeting was called to order at 3:00. All UAC Chairs were present or represented.
- ❖ The meeting minutes for the 18 April 17 meeting were approved.
- ❖ An update was provided on the 2017 – 2018 Assessment Plan submission (116/116). The focus now remains the 2016-2017 assessments. Once these are complete we will circle back and update our 2017-2018 plans. Updates will be accepted until 1 August 2017.
- ❖ Frank Hall reviewed - Assessment Cycle 2016 – 2017 format – requirements.
 - Submit as a College and or Unit bundle – as much as possible. Do not wait for the one outlier; submit when you have the majority of assessments.
 - Outcomes / Measures must be measurable, make sense, and have a target followed by findings, analysis, and decision, action, recommendation.
 - Assessment concludes with a comprehensive summary of key findings and decisions.
 - Do everything to avoid “ this is a new measure and therefore no data is available”
 - The Dean or VP must approve each assessment prior to submission.
 - Assessments on each program/unit are due 15 June 2017 – information cut-off date is 12 May 17.
 - It was decided that SLOs/Methods would remain as written per the plan in future tense. The results, findings, analysis, and decision/recommendations will be in past tense (WAS/WERE/Concluded/Recommended).
 - Each assessment will conclude with a comprehensive summary of key findings and decisions.

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❖ **Highlighted the remaining timeline:**

○ All input is due (minus updates to 2017-2018 plans)	15
○ June 2017	
○ Having editing team ready to review SACSCOC responses	19
○ June 2017	
○ Request Crystal A. Baird (SACSCOC Rep) Support	19
○ June 2017	
○ Email Draft 2.5 Strat Planning Response	23
○ June 2017	
○ Email Draft 3.3.1.1, 3.3.1.2, 3.3.1.3 (IE) Response	23
○ June 2017	
○ Email Draft 3.3.1.4 (Research) and 3.3.1.4 (Community Service)	05
○ July 2017	
○ Email Draft 3.3.2 (QEP) Response	05
○ July 2017	
○ Email Draft 3.5.1 (Gen Ed)	12
○ July 2017	
○ Final Response Edits	13 - 31 July
○ 2017	
○ Updated 2017-2018 Plans	No later than
○ 31 July 2017	
○ Packaging – IE Website Updated	01-07 August
○ 2017	
○ Mail to SACSCOC	08 August
○ 2017	

❖ Discussed the Presidential Assessment 2016-2017 Update brief. We will use the **next meeting, scheduled for 3:00, Monday 26, June 2017** to review the draft.

❖ Provided an update on the status of compensation. The concept is to focus on those working outside of the normal duties. We will establish an approval process where the first line supervisor would recommend and extra services contract and the Dean or Vice President would approve. The final decision on this compensation is in line with the budgetary process. We should know more in July.