

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

**WHAT:** University Assessment Committee (UAC) Meeting Minutes

**WHEN:** (3:00 - 4:15) 14 September 2017

**WHERE:** Caspari, 3<sup>rd</sup> Floor Henderson Conference Room

**ATTENDEES:**

**Academic Review Committees:**

- Arts and Sciences: Dr. Lindsay Porter
- Education and Human Performance: Dr. Katrina Jordan
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Danny Upshaw

**Administrative Review Committee:**

- Registrar: Yvette Ceasar-Williams
- Library: Abbie Landry
- Auxiliary & Support Services: Jennifer A. Kelly
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson (**Absent**)
- Student Experience: Frances Conine
- Technology Innovation and Economic Development: Dr. Donna Johnson
- Information Technology Services: Ron Wright (**Absent**)
- Business Affairs: Rita Graves (**Absent**)
- University Affairs & Police: Jon Caliste (**Absent**)
- Office of Institutional Effectiveness: Frank Hall/Maria Miranda/Roni Biscoe

**Minutes:**

- ❖ The Director of Institutional Effectiveness called the meeting to order at 3:10.
- ❖ The committee approved the 5 July 2017 meeting minutes.
- ❖ Major points from the After Action Review of Assessment Year 2016-2017 are:
  - The committee agreed to refer to the timeframe for assessment as the Assessment Year to eliminate any confusion over Academic Year, Fiscal Year, or Calendar Year.
  - The committee agreed to change the suspense date for draft 2018-2019 plans from 15 April 2018 to 5 July 2018. This will allow for the integration of lessons learned from the most recent assessment year.

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- Committee members requested an example/template for assessment plans. Attached is an example/template for an assessment plan.
- The DIE covered several points for assessment coordinators to be cognizant of as they enter this new Assessment Year. Please disseminate as appropriate.
- The DIE recommended Assessment Coordinators have at least one collective meeting with their program/unit coordinators for introduction and sharing of ideas.
- ❖ The DIE discussed the submission requirement for the Mid-Year Review. Assessment Coordinator will verify with each program/unit coordinator that assessment is taking place using whatever process they find suitable. Assessment coordinators will then reflect the verification on their portion of the assessment tracker and submit it to the DIE no later than 5 January 2018.
- ❖ Assessment Year 2017-2018 will include post-Master and Baccalaureate certification programs. The DIE requests College Coordinators identify their respective certification programs. The DIE will add these certifications to the master version of the assessment tracker. Request each college provide an update by 16 October 2017.
- ❖ Discussed the 2017 - 2018 Assessment Timeline and have adjusted the following:
  - Date for submission of 2017-2018 Mid-Year Review input is 5 January 2018.
  - Date for the submission of the draft 2018-2019 plans is now 1 July 2018.
- ❖ The DIE provided a SACSCOC update. Key Point - There is potential for SACSCOC to request the University conduct another assessment cycle before rendering their reaffirmation decision (since our process is so new). It is imperative the University maintain its momentum – quality approach.
- ❖ The DIE informed the committee there would not be any direct monetary compensation for Assessment Coordinators. However, Administrators and Deans will be encouraged to provide alternative compensation within their capabilities.
- ❖ The meeting adjourned at 4:00.
- ❖ **Next meeting @ 19 Oct 2017** (status on progress, data collection, and analysis)