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

WHAT: Minutes - University Assessment Committee (UAC) Meeting

WHEN: (3:00 – 4:00) 13 June 2019

WHERE: Caspari, 3rd Floor Henderson Conference Room

Requested Attendees:

Academic Review Committees:
- Arts and Sciences: Michael Scanlan (*absent*)
- Education and Human Development: 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 (*absent*)
- External Affairs: Leah Jackson
- Student Experience: Frances Conine / Reatha Cox / Jana Lucky
- Technology Innovation and Economic Development: Suzette Hadden (*absent*)
- Information Technology Services: Ron Wright (*absent*)
- Business Affairs: Daphne Sampite (*absent*)
- University Affairs & Police: Jon Caliste
- Office of Institutional Effectiveness: Frank Hall/Roni Biscoe

Minutes:

❖ Committee approved the 14 March 2017 meeting minutes.

❖ DIE updated the University Assessment Committee on new serving members.

❖ Reviewed the AY 2018-2019 IE Model Planning Calendar. The committee will meet next month and in August depending on requirements at the time. The new meeting schedule begins in September where the committee will meet twice in the Fall and Twice in the Spring, barring any special requirements.

❖ Requested coordinators ensure those preparing reports follow the Basic Assessment Format Guide for standardization.

❖ Discussed the assessment fundamentals. Every report should be using very similar language to start both the analysis and decision paragraphs. The analysis paragraph should address 2017-2018 and 2018-2019. The decision paragraph should address 2018-2019 and 2019-2020. Be careful about using the phrase "will continue" as it infers no change or status quo.

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

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❖ Note the change to the Anatomy of a Program Unit Assessment guide. All assessment reports should use "Assessment Cycle 2018-2019" as the header. Remember we changed from using the assessment year based on the confusion over some using fiscal/annual year versus others using the academic year.

❖ Provided an Assessment Tracker Update. Making good progress across all fronts.

❖ Do not forget there has been an update to the Assessment language in the University Catalog and there is now a requirement to address SLO's in each academic course syllabi.

❖ Meeting adjourned at 3:35.

Next meeting @ 11 July 2019 at 3:00 Henderson Conference Room or conference call.

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