

Office of Executive Director of Institutional Effectiveness and Human Resources

WHAT: Minutes - University Assessment Committee (UAC) Meeting

WHEN: (3:00 – 4:00) 13 February 2020

WHERE: Caspari, 3rd Floor Henderson Conference Room

Requested Attendees:

Academic Review Committees:

- Arts and Sciences: Michael Scanlan
- Education and Human Development: Dr. Susan Khan
- Nursing: Dr. Debra Clark (*absent*)
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Danny Upshaw / Dr. Lily Pharris

Administrative Review Committee:

- Registrar: Yvette Ceasar-Williams
- Library: Abbie Landry – Anna MacDonald
- Auxiliary & Support Services: Jennifer A. Kelly – Bob Jordan
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson (*absent*)
- Student Experience: Frances Conine / Reatha Cox / Jana Lucky (*absent*)
- Technology Innovation and Economic Development: Suzette Hadden (*absent*)
- Information Technology Services: Ron Wright (*absent*)
- Business Affairs: Terra Raupp
- University Affairs & Police: Jon Caliste
- Internal Auditor: Dawn Eubanks
- Office of Institutional Effectiveness: Frank Hall/Roni Biscoe

Leadership:

- Provost and VP, Academic Affairs: Dr. Greg Handel
- Interim VP, The Student Experience: Frances Conine
- Interim Dean, College of Arts and Sciences – Dr. Frances Lemoine
- Dean, College of Business and Technology – Dr. Margaret Kilcoyne

MINUTES:

- ❖ The Director of Institutional Effectiveness (DIE) reviewed the IE Model Planning Calendar highlighting that all mid-year assessment reports are due on February 14, 2020, the Mid-Year Brief will be released on March 11, 2020, and that all final assessment reports are due June 19, 2020. There are only two more University Assessment Committee meetings this year.

Office of Executive Director of Institutional Effectiveness and Human Resources

- ❖ It was pointed out that degree or certificate programs with low enrollment are not required to complete an assessment. They will be considered in compliance based on their existing assessment plan.
- ❖ The committee reviewed the format and requirements for both the mid-year and final assessment reports. The DIE explained the importance of following the format and using the SACSCOC like language when writing the response to a “measure” of a student learning or service outcome. The slide “Writing an Assessment Measure by the numbers” is a tool that was introduced to help report writers in following the format using the preferred language.
- ❖ The committee also discussed going to an assessment cycle whereby program and units apportion would divide their SLO/SOs so that half are assessed one year, and the remainder assessed the following year. After a healthy discussion the committee decided to stay the course and assess every SLO/SO every year. The committee did not want to implement such a significant change prior to the SACSCOC Fifth Year report due in 2023. However, the committee will relook going to an alternative approach once the Fifth Year Report concludes.
- ❖ The DIE held a short follow-on meeting with the College Coordinators concerning the licensure criteria for SACSCOC Core Requirement, Student Achievement.
- ❖ Next meeting @ 9 April 2020 at 3:00 Henderson Conference Room or conference call.