

Office of Executive Director of Institutional Effectiveness and Human Resources

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

WHEN: (3:00 – 4:00) 11 February 2021

WHERE – Please attend via **WebEx** please join us at <https://nsula.webex.com/meet/half>

Requested Attendees:

Academic Review Committees:

- Arts and Sciences: Mr. Michael Scanlan
- Education and Human Development: Dr. Susan Khan
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Lily Pharris

Administrative Review Committee:

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

Core Competency Coordinators:

- **English.** Dr. Jennifer Enoch
- **Mathematics.** Dr. Frank Serio
- **Natural Sciences.** Dr. Christopher Lyles
- **Humanities.** Dr. James Mischler
- **Social/Behavioral Sciences.** Dr. Dean Sinclair
- **Fine Art.** Dr. John Dunn
- **Coordinator, Carl Perkins Program** - Julie R. Longlois
- **Electronic & Continuing Education** – Melanie McBride

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Minutes.

General meeting:

- ❖ Reviewed and approved the Minutes from 11 November 2020.
- ❖ Reviewed our IE Model Planning Calendar, key topics - dates mentioned:
 - Mid-Year Brief will be released immediately following the Strategic Planning Team Meeting.
 - THE next UAC/CCC meeting is 8 April 2021.
 - All program, unit, core competency reports are due on or before 18 June 2021.
- ❖ Discussed where we are in the submission of Mid-Year Assessment reports and some key reminders – lessons learned:
 - 80% (123/156) have completed a Mid-Year Report.
 - Ensure to use the new mission statement in the Mid-Year report, the one ending with "Nation."
 - Follow the assessment report format to address all four components of the SACSCOC standard (per the fundamentals slide) and use the language in blue on the example provided as a guide.
 - Tie areas of concern to the actions taken for improvement in student learning – improving services.
 - Ensure every action taken in 2020 based on the analysis of the 2019-2020 results to drive improvement are also listed in the comprehensive summary paragraph (second to the last paragraph of the report)
- ❖ Discussed the Draft COVID Impact Statements. Ensure the use is appropriate as some programs (mainly online) are not impacted.

Core competencies:

- ❖ The following time was agreed to:
 - Each Fall, all assessment instruments for Dual Enrollment (DE) students should be placed in the appropriate Moodle Shell or otherwise coordinated with the course instructor no later than 1 October. The HS teacher's DE student assessment results should be returned to the University coordinator beginning 1 December and or before the semester holiday break.
 - For each Spring all DE assessment instruments should be uploaded in the appropriate course Moodle Shell no later than 1 February. The HS teacher's

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DE student assessment results should be returned to the University coordinator beginning 1 May to mid-May / before the summer break.

- ❖ Core Competency Coordinators talked through the coordination that has taken place thus far for this Fall semester. Requested Competency Coordinators continue to work through the coordination and reach out to Julie R. Longlois and or Melanie McBride for assistance if needed.

Next Meeting: 8 April 2021 – Please attend via **WebEx** at <https://nsula.webex.com/meet/half>