

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) 8 April 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 / Jennifer Long / Heath Fitts
- Business Affairs: Terra Raupp
- University Affairs & Police: Jon Caliste
- 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

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Minutes:

- ❖ Reviewed and approved the Minutes from 11 February 2021.
- ❖ IE Model Planning Calendar – New version attached. We did not discuss the calendar during the meeting.
- ❖ Mid-Year Assessment Tracker Review – Please review the attached and update it with any name changes, program additions, and or changes. Please return to DIE by 1 May 2021.
- ❖ 2020-2021 Assessment – Fundamentals – slides attached.
 - All reports are due 18 June 2021.
 - Once a report is approved by the Provost, Dean, VP, or supervisor, please provide it to DIE in word format. Please do not send it as a PDF.
 - 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.
 - Please distribute the *Fundamental and Assessment Measure by the Numbers* slides to those writing reports to guide the requirements and format.
 - Ensure to use the new mission statement in the Mid-Year report, the one ending with "Nation."
 - There should be two measures per SLO.
 - Tie areas of concern to the actions taken for improvement in student learning – improving services.
 - Do not use "will continue" – "no changes required" or any language that infers we have not taken steps to drive improvement.
 - Ensure every action taken in AC 2020-2021 based on the analysis of the 2019-2020 results to drive improvement are also listed in the

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comprehensive summary paragraph (second to the last paragraph of the report)

- ❖ COVID Impact Statements – Use as appropriate.
- ❖ First Destination Survey.
 - The DIE discussed this topic at the beginning of the meeting with the Deans. Requested their support in having their graduating seniors complete the survey to support the Student Achievement measure "Placement" and any potential marketing initiatives.
 - We discussed making this a competition among the colleges whereby the college with the most participants would be recognized during the Annual Strategic plans Brief to the President in September.
 - The link to the 2020-21 survey is active now at https://nsula.joinhandshake.com/first_destination_surveys/3576
- ❖ Meeting adjourned at 3:26.

Core competencies:

- ❖ Revisited the decision that each Spring, all DE assessment instruments would be uploaded in the appropriate course Moodle Shell no later than 1 February. The HS teacher's DE student assessment results should be returned to the University coordinator beginning 1 May to mid-May / before the summer break. Spring – DE Assessment – 1 February – 1 May 21.
- ❖ The assessment format remains the same as that of a degree program. The notes above apply to these reports also.
- ❖ We discussed and decided that each coordinator would maintain their approach, and we would not standardize the format. However, each would provide Dr. Cochran with their data via Excel Spreadsheet.
- ❖ The DIE Reminded coordinators need to continue to distinguish between college and dual enrollment students (just numerically). There is no need to highlight Pineville HS at this point specifically. However, we may need to reconsider once

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they are approved as an off-campus instructional site. We also do not know at this point if a SACSCOC on-site team will visit Pineville HS. We may not know until we received the SACSCOC notification expected @15 April 2022. The bottom line is we need to continue to push to establish a reliable assessment process.

- ❖ Some Core Competency Coordinators continue to have issues establishing contact with their counterparts at Pineville HS. Requested Competency Coordinators continue to work through the coordination and reach out to Julie R. Longlois and Melanie McBride for assistance.

- ❖ Meeting adjourned at 3:40.

Next Meeting: 10 June 2021 – Please attend via **WebEx** at <https://nsula.webex.com/meet/half>

Note. The 10 June meeting is contingent on need. If there are no significant issues with the assessment process, we may decide to cancel this meeting.