

## Office of Executive Director of Institutional Effectiveness and Human Resources

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

**WHEN:** (3:00 – 4:00) 11 November 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. Katrina Jordan
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Cindy McGuire
- Business and Technology: Dr. Lily Pharris

#### **Administrative Review Committee:**

- Registrar: Yvette Ceasar-Williams
- Library: Bill Brent / Anna MacDonald
- Auxiliary Services: Jennifer A. Kelly
- Student Support Services: Bob Jordan
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson
- Student Experience: Reatha Cox / Jana Lucky
- Technology Innovation and Economic Development: Suzette Hadden
- Information Technology Services: 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

## Office of Executive Director of Institutional Effectiveness and Human Resources

### Minutes:

- ❖ Approve the Minutes from 12 August 2021. The DIE asked that everyone review pages 2-3 to refresh the lessons learned from the 2020-2021 Program and Unit Assessment Cycle (AC).
- ❖ AC 2021-2022 IE Model Planning Calendar. Key dates mentioned:
  - December 3-7, 2021 - SACSCOC Annual Conference - supports completing the Fifth Year Report
  - March 9, 2022 – Mid-Year Report updates due to DIE. Mid-Year reports can be prepared using last year's reports - no data is needed at this point.
  - @April 25, 2022 – SACSCOC Notification Letter of Instruction for Fifth Year Report.
  - June 17, 2022 – All Program/Unit Reports are due to the DIE.
  - August 3, 2022 – Final Draft of Fifth Year Report Standards.
- ❖ AC 2021-2022 Assessment Tracker. DIE requested everyone to review and update the tracker programs/unit, their status, assessment coordinator, as required. The current number of reports is 160.
- ❖ SACSCOC Fifth Year Report Timeline. The DIE discussed the upcoming SACSCOC conference 3-7 Dec 21 and addressed the most cited standards. A conference update will be provided at the February 10, 2022, meeting.
- ❖ Assessment Fundamentals. The DIE talked through the four requirements for a successful assessment report:
  - 1 – Identify the Outcome
  - 2 – Demonstrate Assessment of the Outcome
  - 3 – Demonstrate Analysis of the Results
  - 4 – Demonstrate the results are being used to drive change

And provided a step-by-step description of how to write the assessment of a measure for the mid-year report. The Homeland Security Program Assessment Report from 2020-2021 and this year's DRAFT Mid-Year report are attached as exemplars. (Note -disclaimer. The narratives in the Draft will be more polished in the final report).

- ❖ Student Achievement 8.1 Update Required. The DIE introduced Rachel Cunningham and Doug Landry who are providing data to complete the Student Achievement narrative. The suspense for all data is 3 February 2022.

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### Core competencies:

- ❖ The DIE presented the timeline for loading Moodle assessment tools and collecting data for Fall 2021 and Spring 2022. The timeline is the same construct as what was agreed to by the committee members in 2020-2021. If there are changes to assessment tools, please let the DIE know.
- ❖ The DIE stressed the importance of accounting for dual enrollment students as a subset of the overall assessment number.
- ❖ Dr. Betsy Cochran provided insights how to maximize the reporting of data collected to ensure an accurate assessment of outcomes. (Handout Attached).

**Next Meeting:** 10 February 2022. Please attend using: <https://nsula.webex.com/meet/half>