

## 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) 10 February 2022

**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. Amy Craig
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Cindy McGuire
- Business and Technology: Dr. Lily Pharris

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

- Registrar: Yvette Ceasar-Williams
- Library: Megan Lowe / 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: Stan Hippler / Jennifer Long / Heath Fitts
- Business Affairs: Terra Raupp
- University Affairs & Police: Jon Caliste
- Institutional Research: Dawn Mitchell (absent)
- 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 (absent)
- **Fine Art.** Dr. John Dunn

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### Minutes:

- ❖ Approved the Minutes from 11 November 2021. The DIE reviewed the minutes to set the conditions for the meeting.
- ❖ AC 2021-2022 IE Model Planning Calendar. Key dates mentioned:
  - 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.
    - Please use the Assessment Tracker if reporting on multiple units.
  - April 25, 2022 – SACSCOC Notification Letter of Instruction for Fifth Year Report.
  - June 17, 2022 – All Program/Unit Reports are due to the DIE.
- ❖ 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 Annual Conference Notes. The DIE discussed the below lessons learned:
  - Focus on and tie efforts to improving Student Learning – Customer Service
  - Ensure consistency terminology between the target language and description of outcomes
  - Capture your evidence (analysis paragraph and comprehensive summary)
- ❖ Assessment Fundamentals. The DIE reviewed
  - Use updated University mission statement – see page 2.
  - Must demonstrate 1 – Identify the Outcome, 2 – Demonstrate Assessment of the Outcome, 3 – Demonstrate Analysis of the Results, and 4 – Demonstrate the results are being used to drive change
  - Each measure should reflect efforts over three years (Last -Current-Future)
  - Making changes to Outcomes/Metrics.
  - Capture your evidence (analysis paragraph and comprehensive summary)
  - COVID impact statements
  - Dean reviews – approves
- ❖ Personnel Transitions. The DIE mentioned Transition Checklist based on the likelihood of transitions occurring after this assessment cycle. He asked that the checklist be used as a guide to ensure continuity in approach.
- ❖ Meeting adjourned at 3:30.

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

**Next Meeting:** 14 April 2022 – Please attend via **WebEx** at <https://nsula.webex.com/meet/half>

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