

Office of Executive Director of Institutional Effectiveness and Human Resources

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

WHEN: (3:00 – 3::45) 14 April 2022

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

Requested Attendees:

Academic Review Committees:

- Arts and Sciences: Frank R. Hall
- 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
- 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 (absent)
- Information Technology Services: Stan Hippler
- 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 (absent)
- Julie R. Longlois, Coord., Carl Perkins Program, Elect. and Continuing Education
- Melanie McBride, Elect. and Continuing Education

Senior Leadership:

- Dr. Greg Handel, Provost and VP, Academic Affairs
- Dr. Fran Lemoine, Dean, College of Arts and Sciences

Office of Executive Director of Institutional Effectiveness and Human Resources

- Dr. Mary-Edith Stacy, Interim Dean of the College of Business and Technology
- Dr. Joel Hicks, Dean, College of Nursing and School of Allied Health
- Dr. Laurie Morrow, Executive Director, Economic Development, Innovation, and Outreach
- Dr. Thomas Reynolds, Department Head of English, Foreign Languages, and Cultural Studies
- Dr. Katrina Jordan, Director, School of Education

Minutes:

- ❖ Approved the Minutes from 9 February 2022. The DIE reviewed the minutes to set the conditions for the meeting.
- ❖ AC 2021-2022 IE Model Planning Calendar. Key dates mentioned:
 - April 25, 2022 – SACSCOC Notification Letter of Instruction for Fifth Year Report.
 - June 9, 2022 - Next UAC-CCC Meeting
 - June 17, 2022 – All Program/Unit/Core Competency 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 mid-year reports is 143 / 160 (89%).
- ❖ 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.
- ❖ Assessment Fundamentals. The DIE discussed the following:
 - Assessment Reports Must demonstrate:
 - 1 – Identify the Outcome -What students should know, be able to do or demonstrate
 - 2 – Assess the Outcome – done through your measures
 - 3 – Demonstrate Analysis of the Results
 - 4 – Demonstrate the results are used to drive change
 - Each measure should reflect efforts over three years (Last -Current-Future)
2020-2021 (Last year) 2021-2022 (current year) 2022-2023 (future)
 - Focus on and tie efforts to improving Student Learning – Customer Service
 - Ensure consistency terminology between the target language and description of outcomes

Office of Executive Director of Institutional Effectiveness and Human Resources

- Capture your evidence – everything done this year to drive improvement serves as evidence. In addition to the analysis paragraph, it should also be reflected in the comprehensive summary paragraph.
- Ensure you use the updated University Mission Statement.

Northwestern Mission. Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

- If you make any changes to your outcomes/measures (deletion/additions) please write it in such a manner that it serves as evidence of seeking improvement. What drove the change and the outcome?
 - COVID impact statements. There should not be many significant impacts since this is our second year exercising the process under its conditions. May use as a blanket mitigating statement.
 - Please do not use “will continue, no change is needed, will discuss, planning to” etc. SACSCOC does not give us credit for planning to do something. The want to see where we have acted to drive the process of improvement in student learning, program improvement, or increase customer service.
 - Core Competency reports should reflect the total number assessed and of those, how many were Dual Enrollment (DE), example 750/300 DE.
 - Ensure reports approved by supervisors.
- ❖ Pineville HS Core Competency Points of Contact. Points of contact for Fall and Spring were provided.
 - ❖ The Anatomy of a Program-Unit assessment is attached for reference.
 - ❖ Meeting adjourned at 3:15.

Next Meeting: 9 June 2022 – Please attend in the **Henderson Conference Room** or via **WebEx** at <https://nsula.webex.com/meet/half>