

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) August 12, 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 (absent)
- 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: Frances Conine / 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:

- ❖ The Director of Institutional Effectiveness (DIE) welcomed everyone to the first meeting for Assessment Cycle 2021-2022, the reporting year for our SACSCOC Fifth Year Report.
- ❖ The focus of the meeting was the AC 2020-2021 assessment process, the results, an overview of the SACSCOC Fifth Year Report, and review and discussion of the Core Competencies assessment and associated plans moving into AC 2021-2022.
- ❖ There was no discussion of the April 8, 2021, meeting minutes, as most of the information addressed in those minutes would be addressed during this meeting.
- ❖ Talking/Discussion Points:
 - AC 2020-2021 IE Model Planning Calendar. The following dates/events were highlighted:
 - September 16, 2021, 3:00 p.m. The Strategic Planning Team will brief the President on the results of Assessment Cycle 2020-2021. All members of the UAC and Core Competency Coordinators will be invited.
 - November 11, 2021. Next UAC meeting.
 - March 9, 2022. Status of Mid-Year Reports is due to the Director of Institutional Effectiveness.
 - June 17, 2022. All degree program, unit, and core competency assessments are due.
 - AC 2020-2021 Program – Unit – Core Assessment Tracker. Status 99%. All reports are on the Institutional Effectiveness website.
 - AC 2020-2021 Assessment Analysis of the Process – Findings. The DIE highlighted the quality of all assessment reports (degree programs, units, and core competency) is improving. In AC 2021-2022, the focus should be on the narrative as everyone now understands the formatting/flow. Highlights include:
 - Ensure the number of SLOs is adequate to assess the program / unit holistically using at least two measures per SLO.
 - The focus of the assessment should be on student learning or customer service.

Office of Executive Director of Institutional Effectiveness and Human Resources

- Ensure the Analysis paragraph addresses the previous year's findings, the analysis of these results, and what was done during the current year to drive improvement, lastly, what were the results of these changes.
 - The Decision paragraph should address this year's results. Based on the analysis of the results, what will be done differently next year to drive improvement.
 - Use assertive language when addressing the plan of action, do not use passive terms such as “will continue, will consider, might.”
 - Understand if most measures are not met, the impact is failing to meet the associated SLO/SO, which is okay but should be explained.
 - The DIE highlighted the 11 x programs in AC 2020-2021 that failed to meet most of their SLOs. Dr. McAlister requested the DIE provide the list of the 11 programs to the Academic Council.
- ❖ The DIE provided a general overview of the Strategic Planning Team’s preparation for the SACSCOC Fifth Year Report.

Core competencies:

- ❖ The DIE highlighted assessment reports' quality and asked that the focus be the student learning narrative.
- ❖ The DIE stressed the importance of accounting for dual enrollment students as a subset of the overall assessment number.
- ❖ 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 briefly addressed Pineville High School and asked coordinators to continue to push for their participation. Dr. Dunn asked that the coordinator for Fine Arts at Pineville HS be identified. That action is complete.
- ❖ Meeting adjourned at 3:45.

Office of Executive Director of Institutional Effectiveness and Human Resources

Next Meeting: November 11, 2021 – Please attend via **WebEx** at
<https://nsula.webex.com/meet/half>