

University Assessment Committee Minutes

WHAT: University Assessment Committee (UAC) Meeting

WHEN: (3:15 - 4:30) 23 Feb 2017 (Note: Extra time set as a contingency, expect @ an hour +/-)

WHERE: Caspari, 3rd Floor Conference Room

AGENDA: Enclosed.

ATTENDEES: Enclosed.

MINUTES:

- Meeting opened at 3:15 with a brief welcome by the Executive Director of Institutional Effectiveness and Human Resources and the Director of Institutional Effectiveness (DIE)
- Confirmed receipt of read-ahead material – explained updated material to follow meeting – email sent at 6:04
- Director of Institutional Effectiveness highlighted, explained, or described the following attachments in an effort to establish a commonality in understanding of the IE Process, and the roles and responsibilities of the hierarchy. Attachments:
 - NSU IE Policy
 - NSU Assessment Process Guide
 - NSU Assessment Process Guide - Enclosure
 - Orientation Brief
 - Rubric 1 - Academic Programs
 - Student Learning Outcome Writing Aid
 - Rubric 1 - Administrative Unit Rubric
 - Service Outcome Measure Writing Aid
 - Rubric 2 - Initial Assessment
 - Rubric 2 – Enclosure
 - HS SLO Development
- The following requested actions/feedback were discussed:
 - Conduct initial ARC meeting with your participants and explain the process no later than (NLT) 10 March, please send your minutes by 12 March 2017 to Director of Institutional Effectiveness
 - Conduct a personal program/unit assessments using appropriate Rubric 1, Academic or Administrative.
 - Conduct collective (with Program/Unit Coordinator) assessment using Rubric 2 (plus enclosure).
 - Collect rubric results and submit to DIE NLT 17 March 2017 (We forgot to discuss this suspense before closing the meeting; therefore, it was sent as an update email following the meeting)
 - Complete your ARC Worksheet and return to DIE NLT 12 March 2017.

University Assessment Committee

Minutes

- Requested each member meet with their constituency to discuss possible compensation options and to return to the next meeting with at least one recommendation.
- The committee decided to set the next meeting for 3:00, 23 March 2017, 3rd Floor Conference Room, Caspari Hall (Discuss SACSCOC visit, gather recommendations for compensation question).
- 13 April 2017, same time and location (status on progress, data collection, and analysis) prior to summer break.
- The meeting adjourned at 4:30.

Prepared by: *Frank R. Hall, Director of Institutional Effectiveness*

Date: *24 February 2017*