

Office of Executive Director of Institutional Effectiveness (EDIE) and Human Resources

WHAT: Minute: University Assessment Committee (UAC) Meeting

WHEN: (3:00 - 3:30) 16 August 2018

WHERE: Caspari, 3rd Floor Henderson Conference Room

Attended:

Academic Review Committees:

- Arts and Sciences: Dr. Lindsay Porter
- Education and Human Development: Dr. Katrina Jordan
- Nursing: Dr. Debra Clark (absent)
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Danny Upshaw

Administrative Review Committee:

- Registrar: Yvette Ceasar-Williams
- Library: Abbie Landry
- Auxiliary & Support Services: Jennifer A. Kelly (absent)
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson (absent)
- Student Experience: Frances Conine
- Technology Innovation and Economic Development: Suzette Hadden (absent)
- Information Technology Services: Ron Wright (absent)
- Business Affairs: Rita Graves
- University Affairs & Police: Jon Caliste
- Office of Institutional Effectiveness: Frank Hall/Roni Biscoe

University Senior Leadership:

- Provost: Dr. Vickie Gentry
- Dean, College of Arts and Science: Dr. Greg Handel
- Dean, Gallaspy College of Education and Human Development
- Dean, College of Business and Technology

AGENDA:

- ❖ The group discussed the remaining assessment requirements from AY 2017-2018. We have three-degree program assessments to be submitted by 7 September 2018.
- ❖ The group had an excellent lesson learned discussion. Key points follow:
 - The assessment must be greater than just the degree program or service unit coordinator. We have too many coordinators doing everything from

Office of Executive Director of Institutional Effectiveness (EDIE) and Human Resources

designing, writing, data collection, analysis, and making decisions without support from all of those involved. It's a team sport and it requires each team member to understand and execute their role.

- We must follow through with the assessment results. Ensure the decisions made are implemented and measured. We are not fully leveraging the analysis. Again, the more involved the better informed the outcome – close the loop.
 - DIR/Coordinators can and should host lunch and learn sessions. Too many still do not understand or appreciate the process.
 - Leadership must be involved throughout the process. For degree programs it is critical to have the Department Chair and the Dean intimately involved. They must understand the strengths and weaknesses of their programs and help drive improvement. For Service units its everyone involved in the process of customer service. They need to understand their role and responsibilities as far as the assessment process.
- ❖ Reviewed the AY 2018-2019 UAC Business Model. We are going to make some changes that will hopefully allow for more complete and timely assessments.
- In AY 2018-2019, we will have a mid-year report due in January. This report will be a precursor to the final AY 2018-2019 report due 15 June 2019. These reports will be submitted to the coordinators for review/accounting and senior leadership (internal) as required.
 - The assessment document will include the following from the *Anatomy of a Program - Unit Assessment (21 March 2018)*.
 - 1) Administrative-Oversight (this section likely will not change).
 - 2) Organizational Context & Process. Missions. Standardized Process (reviewing this process, for most it reflects faculty/service member involvement, let's ensure we are doing what we say we are doing).
 - 3) Assessment: SLOs, Course Map, and Measures (these may or may not have changed), and findings from Fall 2018. NOTE 1. Recommend reviewing the program changes you have decided to implement for AY 18-19 and make sure everyone involved is on track to do so as well. Reaching out to all faculty/staff involved in the process and reminding them to collect data will likely go a long way in avoiding a data-scramble at the end of the semester. NOTE 2. We will not know if SACSCOC will find us compliant. Therefore, tread

Office of Executive Director of Institutional Effectiveness (EDIE) and Human Resources

lightly moving forward with assessment changes, do not to scrap everything in the assessment plan. We must have the capability to conduct another assessment cycle with like data (same as this past year). However, you can start to 'phase in/out' changes in smaller steps.

4) Analysis: First four boxes (this is a carryover from your AY 17-18 report). This is the most critical section of the assessment and it must be done to ensure we capture the results of the changes implemented and the for those moving forward.

Pattern analysis. Please look carefully at any patterns of targets not being met over the past two years and to address those areas by making the necessary changes.

- ❖ Reviewed the AY 2018-2019 IE Model Planning Calendar. In addition to the changes to the Degree and unit assessments process, we are also going to move the Annual Strategic Assessment brief to the University President to late August or early September 2019. We are considering adding some small group discussions after the briefing for those interested. More to follow here. Again, the intent behind these changes is to increase visibility, understanding, and buy-in.
- ❖ The meeting concluded at 4:07.

Please let me know if you have any questions or if I have missed something in this report. Your support is very much appreciated.

Next meeting @ 13 September 2018 at 3:00 Henderson Conference Room or conference call.