

Office of Executive Director of Institutional Effectiveness and Human Resources

WHAT: Minutes, University Assessment Committee (UAC) Meeting

WHEN: (3:00 – 4:00) 14 November 2019

WHERE: Caspari, 3rd Floor Henderson Conference Room

Attendees:

Academic Review Committees:

- Arts and Sciences: Michael Scanlan
- Education and Human Development: Dr. Susan Khan
- Nursing: Dr. Debra Clark
- Allied Health: Dr. Joel Hicks
- Business and Technology: Dr. Danny Upshaw

Administrative Review Committee:

- Registrar: Yvette Ceasar-Williams
- Library: Abbie Landry - Michael Matthews
- Auxiliary & Support Services: Jennifer A. Kelly
- Athletics: Dustin Eubanks
- External Affairs: Leah Jackson (Absent)
- Student Experience: Frances Conine / Reatha Cox / Jana Lucky
- Technology Innovation and Economic Development: Suzette Hadden
- Information Technology Services: Ron Wright
- Business Affairs: Daphne Sampite
- University Affairs & Police: Jon Caliste
- Internal Auditor: Dawn Eubanks (absent)
- Office of Institutional Research: Dawn Mitchell
- Office of Institutional Effectiveness: Frank Hall/Roni Biscoe

University Leadership, faculty and Staff:

- Dean, Gallaspy College of Education and Human Development, Dr. Kim McAlister
- Dean, College of Business and Technology, Dr. Margaret Kilcoyne
- Depart Chair, School of Biological and Physical Science; Dr. Christopher Lyles

Minutes:

- ❖ The committee confirmed membership
- ❖ Updates to IE Model Planning Calendar – Discussed Key Dates:
 - 13 Feb – Next UAC Meeting
 - 14 Feb – Assessment update is due
- ❖ Assessment Tracker
 - I asked that everyone provide updates as they occur.
 - Use the UAC transition checklist to onboard replacement personnel

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- Ensure new programs and certificates are accounted for on the Assessment Tracker as appropriate.
- ❖ Mid-Year Review Report
 - Discussed the change to Assessment Cycle (AC) as opposed to Assessment Year (AY)
 - Highlighted the overarching timeline and the Fifth Year Report
 - Discuss taking a deliberate and measured approach to changes in SLOs and Measures. The rule being, if you can still draw a comparison to the previous year's assessment, thereby continuing the pattern of seeking improvement, then it should be okay. All changes must be explained in the narrative.
 - Highlighted the importance of the last two paragraphs of the assessment report, where we provided the list of evidence (changes made) used to seek improvement and the macro plan moving forward.
 - Provided Mid-Year Report Example
- ❖ Adjourned at 3:30. College Coordinators, Deans, and interested parties stayed to discuss SACS Standard 8.1 Student Achievement, separate note to follow.

The next meeting is 13 February 2020 at 3:00 Henderson Conference Room or conference call.