



**University Assessment Committee**  
**January 29, 2015 Minutes**  
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**Date:** January 29, 2015

**Time:** 10:00 - 11:00 AM

**Location:** HSBA Room 4150

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**Members present:** Dr. Michael Black (Chair), Dr. Byron Brown, Mr. James Holland, Dr. Hanae Kanno, Mr. Marc Kaiser, Dr. Jerry Merwin, and Dr. Deborah Robson

**Members absent:** Mrs. Melinda Cutchens, Shawn Phippen, Christy Coons-Yates, Dr. Ray Elson, Dr. Lynn Minor, Mr. Michael Holt, and Dr. Jane Kinney

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**Others present:** Dr. Sudip Chakraborty (proxy for Dr. Peggy Moch) and Ms. Pat Rozier

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Dr. Michael black (Chair) called the University Assessment Committee (UAC) meeting to order on Thursday, January 29, 2015 at 10:01 A.M. in Health Sciences and Business Administration (HSBA) Room 4150.

Dr. Black welcomed Dr. Sudip Chakraborty who will be representing Dr. Peggy Moch this spring.

**Approval of November 18, 2014 minutes** – The November 18, 2014 minutes were distributed. A motion was made and seconded to approve the minutes. The minutes were approved.

**Business and Information Items**

- UAC members provided feedback on the Fall 2014 IER/IEP review schedule and due dates to inform planning for the upcoming Fall 2015 cycle. The IEPs and IERs were due September 30 to each college's Assessment Committee and then by October 30 to the University Assessment Committee. This schedule seemed to work well for our administrative and academic units.
- Due to timing or other workload reasons, some UAC members did not submit their assigned IER and IEP reviews. In the spirit of continuous improvement, next year we will create an online Qualtrics form so reviewers can answer Yes or No questions. This will reduce the need to write open-ended text and therefore encourage feedback to be delivered sooner in the semester. Once the online form is completed, a link will be sent to the UAC members so they can review/test.
- Detailed feedback about IEPs and IERs was distributed to 165 units in December 2014. The feedback for each program is stored in LiveText, so that all UAC members can access it. Dr. Black emailed UAC members a PDF (339 pages) of all IER/IEP feedback on December 17, 2014.
- Eleven academic programs were asked to revise and resubmit their IERs/IEPs by January 15, 2015 to improve clarity or because of missing sections:
  - Organizational Leadership, BA Criminal Justice, Economics, International Business, Marketing, MS Psychology (IO track), MMP, Athletic Training, BSN Nursing, Nutritional Sciences minor, Honors certificate.
  - All have sent in revisions except for IB and Marketing. Will check with department head.
  - When the eleven (11) IEPs and IERs are returned with revisions, they will be re-posted in LiveText for UAC to review.

- After a thorough review of 165 IERs and IEPs, there are 23 programs/units which could benefit from increased mentorship in Spring 2015. We will work on a method to effectively approach to those departments that need assistance.
- The following 4 units IERs and IEPs have not been received (as of January 16, 2015):
  - Dean's Office-Nursing [received February 2, 2015]
  - Alumni Relations
  - University Advancement
  - Social Equity
 Will follow-up with the directors of those units to secure the remaining documentation.
- Submitted a report about UAC Fall reviews for the Planning and Budget Council (PBC)'s January 9, 2015 meeting.
- Discussed the need to recognize departments and programs that did a great job or showed improvement with their IEPs and IERs this past year. We will call the program Assessment All Stars. Institutional Effectiveness will prepare certificates to be awarded at Dean's Council, Department Heads Council, or at departmental meeting. We will also share the recipients in the President's newsletter.
- Talked about potential revisions needed to the IEP and IER templates for next year so report preparers can better respond to each section.
- Suggested that we increase membership on the UAC so that more individuals can be involved with assessment and help spread the good news about assessment. Dr. Black will send an email to Deans and Units Directors for representatives/volunteers.

**Spring projects for IE and UAC:**

SACSCOC 5<sup>th</sup> Year Interim Report is due March 2016. We will establish a committee to this spring to serve for one year to help with the development of this important document.

**Suggested topics for Spring meetings:**

- Invite Provost Rogers
- Speakers or workshops on best practices using capstone projects for assessment
- Workshops or trainings by UAC members

**Meeting Schedule for Spring 2015:**

February 26	10:30am	West Hall 118
March 24	2:00pm	West Hall 118
April 23	10:30am	West Hall 118 - <i>The chair recently learned he will be out of town at a USG meeting this day so he can Skype in or another UAC member can conduct our final meeting.</i>

There being no more business, the meeting adjourned at 11:00 am.