Members Present: John Beard, Jennie Cassidy, Lori Church, Margaret Fain, Steve Harrison, Holly Legg, Jim Luken, Tim McCormick, Chris Mee

Welcome

Tim McCormick, Chair, convened the meeting at 8:00 a.m. in the Dawsey Conference Room and welcomed all present. He announced that Lori Church would be the new chair of the University-Wide Assessment Committee – Administrative Units.

Meeting Minutes

The minutes from the meeting on May 23, 2012 were distributed. With no corrections being made, a motion to approve the minutes was offered by John Beard, seconded by Steve Harrison, and approved by the committee.

New TEAL Online

The new and improved version of TEAL Online is now available for users. Holly Legg reported that the new version is very similar to the older version but it has several changes. The user now has the ability to reorder the goals, student learning outcomes, or objectives by using a green or red arrow to move them up and down. Another change to the new version is what is submitted with the plan. During the planning phase, the user must have completed all of the areas down to the Description of Assessment. Once submitted, no changes will be allowed to those areas. During the reporting phase, the user will only be allowed to report the Analysis of Results and the Use of Results for Continuous Improvement. The Accomplishments section has also been removed from TEAL Online – Academic. The new version had the 2011-2012 and 2012-2013 assessment plans manually moved from the old system during the time that the system was offline. To access older reports, users may access them through the Archives option on the main TEAL Online menu. Also on this menu is a list of due dates with an explanation of what is due at that time. Please report any issues to Holly Legg that may happen with the new system.

Action Items for Administration

Tim McCormick reported Chris Mee, John Beard, Lori Church and himself met with the Provost to report the action items from the committee for 2011-2012. The action items with comments are listed below:

1. Designate buildings and rooms, outside of the library, for study after hours so that students will have quiet places to study. The new addition of the Library will be great but it still will not add enough seats to cover the student population, especially during major testing times and final. The Library will have a 1 to 15 seat ratio. Our peers have a 1 to 8 ratio.
Margaret Fain reported that tutors are already utilizing the space on the second floor of the Information Commons primarily on the weekends. CINO grille will also be open after hours to allow for studying with a laptop checkout system.

2. Increase focus on “service” to students and applicable related publics. Incorporate a consistent customer service philosophy for the entire campus and implement a ‘secret shopper’ program to assess customer service.

- The area has already begun with the President’s decree and by the Provost at the General Faculty Meeting.

3. Require the Graduating Senior Exit Survey for all graduates as a part of the application for graduation procedure to capture the insights of all.

- The Provost thought this survey was a good idea but that the survey should be smaller. The committee needs to look at other schools to see how they are getting it to be a requirement. Tim McCormick reported that he hoped to have the survey in place for the May graduation.

4. Require an extra-curricular graduation component, across all academic disciplines, to foster involvement of students in the University.

- The College of Business is the only college currently that has a requirement for extra-curricular activities with a 9 point system that students have to earn throughout their college career. The Provost was not interested in adding another graduation requirement at this time unless there was some other way to do it.

5. Incorporate proactive approaches to alleviate parking despair among the University community including, a public relations campaign to communicate with students/faculty/staff about parking lots/spaces at the beginning of each semester. Use technology to inform students/faculty/staff on real-time parking availability and emphasize shuttles schedules to outlying lots. Provide a Public Safety presence at peak traffic times directing constituents to available lots.

- Some of the parking recommendations have been initiated already. The Committee was referred to Stacie Bowie to handle any issues concerning parking. It was suggested to invite Mrs. Bowie as well as a representative from University Communication (possibly Martha Hunn or Matt Hogue) to a meet with the Committee to discuss this issue. Parking is included in the Strategic Plan. The University should have a strategy for communication and for parking lots. Information should be included on the website about parking lots and bus schedules. It was also suggested that the University possibly have signs up about where parking lots are located.

6. Maintain internal “academic assessment review committee”, acting like an external accrediting body (such as CHE, SACS, AACSB, NCATE, etc.).

- John Beard reported that there is a need for a method for holding departments accountable for their assessment reports. Use of the Assessment Audit for transparency will be one way of doing approaching this. The timeline for reviewing the rubrics in a timely manner will be imperative to keeping the Assessment Audit up to date. The Student Learning Oversight Committee was concerned that the reviews of the assessment reports did not mean anything to the departments. With adding the Assessment Audit to the TEAL Online menu, the scores from the reviews would be available for all faculty and staff to see. This would hopefully make the departments more concerned about writing their reports.
knowing that it would be rated for all to see. Another method would be to have an awards system to show outstanding examples for the year. The committees would also need to address any reports that get a needs improvement rating for more than one year; possibly with a probation period.

2011-2012 Assessments and 2012-2013 Plans

Assessment reports for 2011-12 are due October 1 and final assessment plans for 2012-13 are due November 1. Please make sure all areas are on track for submission.

Assessment Day

Assessment Day is scheduled for September 7 from 8 a.m. to 12:30 p.m. in the Johnson Auditorium. John Beard invited all committee members and asked them to invite anyone who would like to come. The presenters for the day will include past assessment grant winners, Steve Harrison on University Housing, and Tom Hoffman on curriculum mapping. The Student Affairs Department will have a poster session on display at the beginning of the day. Dr. Beard also requested someone from the Administrative Units Oversight Committee to present. Chris Mee will recommend to Dr. Beard a representative. Margaret Fain stated that it is important to know the many different types of data that is collected from the different departments that may be useful to other areas on campus.

Retention Reports and other reports

The retention plan has been received from Dr. Jim Black and it has been edited and sent it back. Chris Mee is meeting Dr. Sheehan and Dr. Dyer to discuss the next steps and what the implementation plan will be.

The NSSE data was received yesterday. The Office of Institutional Research, Assessment and Analysis will write an Executive Summary for the data and disseminate the data shortly. The survey had a 32% response rate.

Student Learning

The Student Learning Oversight Committee will have its first meeting of the fall semester next week.

Student Development

The Student Development Oversight Committee will have its first meeting of the fall semester next week.

Administrative Units

The Administrative Units Oversight Committee has meetings scheduled and will send out the dates to the committee later in the week.
New Business

Tim McCormick stated that the Committee needed to submit the end-of-year report in a timely manner to the Provost. He will create a schedule with the Provost to discuss action items.

Next Meeting

The next meeting for the University-Wide Assessment Committee will be on September 26, 2012 at 8 a.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss the meeting adjourned at 9:20 a.m.