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

Members Absent: Jennie Cassidy

Guests Present: Stacie Bowie

Welcome

Tim McCormick, Chair, convened the meeting at 8:00 a.m. in the Dawsey Conference Room and welcomed all present. He also welcomed Stacie Bowie, Vice President for Finance and Administration, to the meeting to discuss a parking plan.

Parking Plan Discussion with Stacie Bowie

The Committee wanted to address the parking perception from students that is persisting from year to year as evident from survey comments in multiple surveys. The Committee would like to know:

- Is there a parking plan that explains what is happening year to year?
- Who would the Committee bring recommendations too?
- Is there a way to target Freshmen at the beginning for the fall term to explain parking?

Stacie stated that right now there is not a parking plan that addresses how lots are closed or open. The Master Plan did have a parking component in it. It stated to take away some of the little lots to make more of a walking environment in the center of campus. Those spots have not been closed to date but will eventually. Reports have also shown that during peak times there are always empty parking spots in the Elvington lot and the new addition to the big lot. Public Safety does have a Facebook page that announces when spots are being blocked off. There may be a better way to communicate with students which will be addressed.

There will be a lot beside Lackey Chapel that will open in the spring will add 533 more spots. The Firetower lot will open in time for the fall semester will also add 600+ parking spots. The next step would be to determine who can park where when all the lots are completed. If the University does not want University Place students to park on campus then a better shuttle service would be needed. The University has also secured spaces for faculty/staff by gating the lot beside the Singleton Building. Stacie mentioned that the addition of the Scholar’s Academy will only take away about 200 spots due to construction.

Each student is given the parking regulations which include a map of all parking lots when they purchase their parking sticker. Stacie felt that the University could do a better job with signage when it comes to the names of parking lots. As it stands now there is not a way to tell which lot is which. Also better communication of where the available spots are is also needed. One way for
better communication of parking lots could be to add the lots to the new construction signage as you come onto campus. At the beginning of the semester an email was sent out about what to expect about parking when the students returned to campus.

**Meeting Minutes**

The minutes from the meeting on August 22, 2012 were distributed. With no corrections being made, a motion to approve the minutes was offered by Margaret Fain, seconded by Steve Harrison, and approved by the committee.

**2011-2012 Assessment Reports**

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. The Oversight Committees were asked to review the 2011-12 assessment reports as quickly as possible.

**Assessment Day**

John Beard reported that 55 people signed in at Assessment Day. The assessment grant winners gave presentations. Student Affairs held a poster session throughout the day. A survey was sent out to participants and attendees to see what improvements could be made for next year.

**Retention Reports and other reports**

The NSSE data has been received in the Office of Institutional Research, Assessment and Analysis. The office has been working on compiling the report and hope to distribute the report next week. It will also be found on the website once it is completed. Chris Mee also discussed Preliminary Fall Enrollment Report which is a snapshot as of the past Monday. The committee would like the enrollment report electronically. Numbers have also shown that freshmen retention has dropped to 60.4% from Fall 2011 to Fall 2012.

**Senior Exit Survey**

The Committee will need to prepare the Senior Exit Survey for the December graduates. Tim McCormick also asked to the committee to determine what incentive should be given away for completing the survey to help increase participation. It was also suggested that a question be added to the survey about whether it offends students if the administration wears casual dress on Friday.

**Oversight Committees**

Holly Legg will create a list of the assessment reports that are not reviewed by any of the oversight committees. Those reports will be evaluated by this committee.
**Student Learning**

The Student Learning Oversight Committee will continue working on updating the rubric to assess the assessment reports.

**Student Development**

The Student Development Oversight Committee will begin developing the transfer focus group.

**Administrative Units**

The Administrative Units Oversight Committee has addressed getting others within each area to get involved with the assessment reports to show how important assessment is to the department.

**Next Meeting**

The next meeting for the University-Wide Assessment Committee will be on October 31, 2012 at 8 a.m. in the Dawsey Conference Room.

**Adjournment**

With no further items to discuss the meeting adjourned at 9:08 a.m.