University-Wide Assessment Committee
April 24, 2013
8:00 a.m., Dawsey Conference Room

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

Members Absent: Chris Mee

Welcome

Tim McCormick, Chair, convened the meeting at 8:00 a.m. in the Dawsey Conference Room and welcomed all present.

Meeting Minutes

The minutes from the meeting on March 27, 2013 were distributed. With minor corrections being made, a motion to approve the minutes was offered by Steve Harrison, seconded by Jim Luken, and approved by the committee.

Update Assessment Responsibility by the UWAC and Oversight Committees

The committee reviewed the listing of TEAL Online assessment reports and which oversight committee reviewed those reports. Due to the discontinuation of the Bridge Program, the report will need to be removed from TEAL Online. Discussion ensued about whether the First-Year Experience (FYE) report will stay on the list due to reorganization of the program. This report will remain on the list until it is clear as to how FYE will fit with the colleges. The question arose about whether or not the colleges should be responsible for assessing the academic advising and the FYE programs within the colleges.

The following reports will be moved from the responsibility of the Student Learning Oversight Committee for review to the Administrative Units Oversight Committee:

- Faculty Ombuds
- Graduate Studies
- Undergraduate Research/Celebration of Inquiry (This report needs to be made into two different reports as there are two different directors for the upcoming year.)

The following reports will be moved from the responsibility of the Student Learning Oversight Committee for review to the Student Development Oversight Committee:

- Kimbel Library
- Learning Assistance Center
- University College Academic Advising
- University Honors Program

John Beard stated that the centers should be removed from the Student Learning list to review. The committee then discussed the possibility of creating a new system within TEAL Online called Outreach and all of the centers could be included there. The system should be similar to the Academic and Student Development system which includes student learning outcomes and
objectives. Jim Luken will speak to the center directors to determine if they have any suggestions for this new system.

Holly Legg will update the list of assessment reports to review and will distribute the updated list to the committee members.

**Update on Surveys**

The NSSE survey currently has a 25.9% response rate and closes on June 1. It was administered to freshmen and seniors.

The Senior Exit Survey has had 205 respondents with an 18.5% response rate. Today and tomorrow are the senior class meetings are being held and postcards will be given out. The postcards include the web link for the survey.

**Administrative Units**

Lori Church report that the Administrative Units Oversight Committee last met on April 2. She sent assessment report feedback to the editors and supervisors from all reports that were reviewed. Information Technology Services and Facilities were the top reports from the review for 2011-12.

The Administrative Oversight committee made the following recommendations for next year:

- Review and report feedback of all assessment plans within 45 days of submission.
- Schedule more assessment training sessions.

The next meeting of this oversight committee will be May 7.

**Student Development**

Jennie Cassidy reported that the Student Development Oversight Committee had completed the assessment rubrics for 2011-12 and is in the process of reviewing the top five assessment reports to determine awards. The Student Affairs Assessment Day will be held on May 21 and all are invited to attend. John Beard requested that some of the posters from the poster session be saved to use during the University’s Assessment Day in September.

**Student Learning**

The Student Learning Oversight Committee made the following recommendations for next year:

- Establish process or program where any department that has two consecutive years of needs improvement ratings will receive guidance to improve the reports to satisfactory.
- Remove some of the many extra reports that the Student Learning Oversight Committee must review.
- Shift the focus of the committee back to student learning and not only the mechanics of assessing reports.
Next Meeting

The next meeting for the University-Wide Assessment Committee will be on May 22, 2013 at 8 a.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss the meeting adjourned at 9:19 a.m.