Members Present: John Beard, Tiffany Brown, Lori Church, Matt Hogue, Jennifer Hughes, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Kim Sherfesee, Sandy Williams

Members Absent: Abdallah Haddad, Dan Lawless

Opening Remarks

Lori Church, Chair, convened the meeting at 2:00 p.m. in the Dawsey Conference Room and welcomed all present.

Meeting Minutes

The minutes from the meetings on December 4, 2012 were distributed. A motion to approve the minutes, with no corrections, was offered by John Beard, seconded by Caroline Madden, and approved by the committee.

Update on 2011-12 Final Assessment Reports and 2012-13 Assessment Plans

The majority of the 2011-12 assessment reports and the 2012-13 assessment plans have been submitted. There are two 2012-13 plans that have been granted more time to rewrite objectives.

Review of Final Rubric Evaluations

Group 1 reported that most reports were satisfactory. This group had one exemplary report: Facilities. This report had overall good connection between goals and objectives.

Group 2 reported that Information Technology Services (ITS), Admissions, and University Communication were exemplary assessment reports with ITS the best report. Lifelong Learning appeared to need more training as to what should be included in the report.

Financial Services and Institutional Research, Assessment and Analysis were the exemplary reports for Group 3. The other reports reviewed were satisfactory and only need a few tweaks to make them better.

There were no exemplary reports within Group 4. The objectives needed to be clearer and more defined in the assessment reports. Group 4 reported that there needed to be more information included to evaluate the report.

The committee discussed also reviewing the plan after the preliminary plan is submitted in March. Also discussed was having individual training days to help with the writing of plans and reports such as scheduling a possible day or two with time slots all day to meet with departments about their reports. Rubric reviews are sent to the editor/director of the area. The approval person will also get a copy of the review.
Prize Awards for Best Rubric Evaluations

The committee will make a proposal to Dr. Sheehan about the awards for the best assessment report within the Administrative Units and Student Development Oversight Committees. Tim McCormick, John Beard, Chris Mee, Lori Church, and Jennie Cassidy will develop the proposal. The Administrative Units Oversight Committee will review the exemplary reports to determine the best assessment report for 2011-12. Blank rubrics will be sent to members for the review of these reports. The rubrics will need to be completed by the next meeting.

Training

Assessment training is scheduled for February 18 and another day will be scheduled for early February. This training will be individualized training to help with writing assessment plans. An email will be sent out shortly with details for this training.

Important Dates

Some important dates to remember in the upcoming weeks are:
- March 15, 2013: 2013-14 preliminary assessment plans are due
- October 1, 2013: 2012-13 assessment reports are due
- November 1, 2013: 2013-14 final, approved assessment plans and 2012-13 final, approved assessment reports are due

All of these dates can be found at www.coastal.edu/tealonline.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be on February 5, 2013 in the Dawsey Conference Room at 2:00 p.m.

Adjournment

With no further items to discuss the meeting adjourned at 3:02 p.m.