University-Wide Assessment Committee  
Administrative Units  
January 24, 2012  
2:00 p.m., Dawsey Conference Room

**Members present:** John Beard, Tiffany Brown (for Kim Sherfesee), Abdallah Haddad, Holly Legg, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Greg Thornburg, Sandy Williams

**Members absent:** Lori Church, Matt Hogue, Jennifer Hughes, Dan Lawless

**Opening Remarks**

Anne Monk, 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 14, 2011 were distributed. A motion to approve the minutes, with no corrections, was offered by John Beard, seconded by Chris Mee, and approved by the committee.

**Assessment Day**

Assessment Day has been an annual campus event for the last three years. The first event had an external speaker. The second event focused on some “best practices” being used at the University. The third event featured the finds of those who had been given assessment grants in the past year. Also at the event, other areas outside of student learning presented.

John Beard reported that he was still looking for ideas for the 4th annual Assessment Day. He stated that the recipients of the assessment grants would cover the academic areas, but we need to incorporate the work of others from the administrative and student development areas. The committee decided to look at areas that were assessed for 2010-2011 for ideas and send them to Dr. Beard as soon as possible. Dr. Beard also mentioned that he was going to send an email to all the editors for TEAL Online and ask for submissions of presentations or ideas for Assessment Day. The date for Assessment Day has not yet been scheduled.

**Training Needs**

The committee discussed the possibility of providing one-on-one training for departments instead of doing group sessions. It was decided that this method would be better to provide the administrative units more defined training based on the specific needs of the department. As an economy, it was as suggested that perhaps two or three related administrative units be encouraged to participate in a singular session. The committee also recommended the inclusion of additional personnel from each administrative unit for the training sessions. Chris Mee suggested doing the training for the administrative units over the summer. A calendar of training dates will be developed after the March 6-8 SACS visit. Once developed, invitations will go out to all departments to encourage their participation in the targeted training sessions.
New Business

The committee reviewed the charge of the committee. It decided to focus on two of the charges this year:

Charge #4 states that the committee will “use the assessment results to verify administrative unit operations and to identify patterns of weakness in order to improve services.” Training will be planned for this summer to help address this charge.

Charge #5 states that the committee will “provide an annual report to the University-Wide Assessment Committee documenting changes, strengths, and weaknesses of the administrative units.” Each oversight committee will write a report for their covered areas that will then be submitted to the main University-Wide Assessment Committee. The main committee would then write an overall University-Wide Assessment Report to submit to the Provost and the Strategic Management Committee in May. In the past, Chris Mee and Vivian McCain have written the report using the Deans’ and Vice Presidents’ Executive Summary. John Beard sent a reminder to the Deans about submitting their Executive Summary. Chris Mee will send an email to the Vice Presidents to remind them to submit their Executive Summaries. The committee would like to see the 2009-2010 University-Wide Assessment Report to get an idea of what is expected.

The assessment plans for 2012-2013 will be due March 15, 2012. The committee was asked to remind their departments of this date. The plans should be available for entry into TEAL Online at the beginning of February.

The retention consultant will be on campus on March 19 - 22. Please add to your calendars.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be February 28, 2012 at 2 p.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss the meeting adjourned at 2:45 p.m.