University-Wide Assessment Committee
Administrative Units
February 3, 2015
2:00 p.m., Dawsey Conference Room

Members Present: Joanna Dalton, Jennifer Hughes, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Rein Mungo, Greg Thompson

Members Absent: John Beard, Amanda Craddock, Tiffany Kovacs

Opening Remarks

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

Meeting Minutes

The minutes from the meeting on December 2, 2014 were distributed. A motion to approve the minutes, with minor corrections, was offered by Chris Mee, seconded by Rein Mungo, and approved by the committee.

Assessment Rubric Distribution Emails

Caroline Madden reported that emails were sent to all editors and supervisors that included a sample assessment rubric and the rubric reviews of the committee. Chris Mee and John Beard are meeting with all departments that had a needs improvement rating on this review.

2015-2016 Assessment Plans

Preliminary assessment plans are due March 15. All 2014-2015 assessment reports were copied forward to create the 2015-2016 plans. Editors will need to make the changes as needed. Please ensure that all departments have submitted plans when all changes have been made. If any help is needed, contact Institutional Research, Assessment and Analysis.

TEAL Online Suggestions

Committee members are asked to make recommendations of any changes based on functionality or display that need to be made for TEAL Online. Please bring any suggestions to the next meeting.

Update from UWAC

The Gazelle project has been stalled due to staffing issues in Information Technology Services. The committee working on this project will be reviewing commercial products to help with this. This product may overlap with TEAL Online.

The committee will be reviewing TEAL Online and any recommendations from the oversight committees. The committee will also be reviewing several different commercial products to determine if those systems would work better or if the University should continue with updates to TEAL Online.

The SACSCOC level change visit is quickly approaching. The committee will be here March 17-19.
The Student Learning and Student Development Oversight Committees are both reviewing the rubrics for evaluating the assessment reports.

**Rubric Reviews**

The committee discussed changes that should be made to the rubric. It was mentioned the possibility of adding something to measure the goals and an overall comment box. There needs to be a way to improve the needs improvement ratings for all areas. Reports also need a way to address things that departments say are going to happen.

**New Business**

The committee needs to review the NSSE and Senior Exit Survey.

Assessment Awards will be awarded in April. An invitation will be sent shortly.

**Next Meeting**

The next meeting of the University-Wide Assessment Committee – Administrative Units will be February 3, 2015 at 2 p.m. in the Dawsey Conference Room.

**Adjournment**

With no further items to discuss, the meeting adjourned at 2:30 p.m.