Members Present: John Beard, Lori Church, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Thom Mezzapelle, Sandy Williams

Members Absent: Tiffany Brown, Abdallah Haddad, Matt Hogue, Jennifer Hughes, Chris Mee, Kim Sherfesee

Guests Present: Carolyn Bender

Opening Remarks

Lori Church, Chair, convened the meeting at 3:00 p.m. in the Edwards Board of Visitors Room 164 and welcomed all present.

Meeting Minutes

The minutes from the meetings on January 8, 2013 were distributed. A motion to approve the minutes, with no corrections, was offered by Sandy Williams, seconded by Caroline Madden, and approved by the committee.

Update on 2011-12 Final Assessment Reports

All 2011-12 assessment reports in TEAL Online have been submitted and approved. The Committee began discussion of the completed rubrics of the exemplary assessment reports from 2011-12. The Committee scored the following reports the best: Information Technology Services in first place, Facilities in second place, and Financial Services in third. Committee members were asked to send the completed rubrics to Holly Legg. Once received, feedback will be compiled for all departments that were reviewed. Feedback will then be sent to the writer of the report as well as the supervisor.

Prize Awards for Best 2011-12 Final Assessment Reports

The department with the best assessment report will be receiving an award. The committee discussed what the award should be whether it should be lunch or possibly an ice cream event. It was stated that no money would be given. The award winners will also either receive a certificate or a plaque.

Update on 2012-13 Assessment Plans

As of the last meeting, there were two 2012-13 assessment plans that were granted more time to complete. If, after attending training, committee members would like to make changes to the 2012-13 plans for their department, please contact Holly Legg.

Training

Assessment training is scheduled for February 18 in the Edwards Board of Visitors Room 164 from 9 am to 12 pm. This training will be individualized training for departments to review assessment plans and work on the 2013-14 plans that are due March 15. More training can be scheduled if the date is not beneficial to departments.
Graduating Senior Exit Survey

The committee reviewed the results from the Graduating Senior Exit Survey from Fall 2012. The survey was administered to 460 graduating seniors with a response rate of 32%. After review of survey, these areas were discussed:

- 98% of students surveyed would rate their overall undergraduate experiences as Excellent - Good.
- 89% of students surveyed would recommend CCU to a friend or relative considering college.
- Parking availability and Food Services were rated the poorest at CCU.
- 51% of student’s surveyed plan to live in South Carolina after graduation.
- Graduating seniors were asked whether they felt they could ask a faculty or staff member for a letter of recommendation, advice about career decisions, or advice about personal decisions. All responses were very positive with a 99%, 97%, 82%, respectively, saying yes they would feel comfortable asking a faculty or staff member.

The Office of Institutional Research, Assessment and Analysis (IRAA) created a response comparison report for the Graduating Senior Exit Surveys that were administered Spring 2011 through Fall 2012. This report gave an overall trend analysis of all questions. This trend analysis will be put on the IRAA website as well as will be sent to Deans and Department Chairs. The report showed that the trend for parking availability has actually increased over the four semesters while the wireless connectivity on campus decreased.

NSSE Comparison Report

The NSSE Comparison report was reviewed by the committee. Tim McCormick explained that the NSSE survey has 14 areas with 85 questions. The 2013 administration of the survey began and was sent to freshmen and seniors. The data for this year will be added to the comparison report when it becomes available in August. It was suggested to add trend arrows for comparison similar to what was created for the Graduating Senior Exit Survey.

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

These dates can be found at [www.coastal.edu/tealonline](http://www.coastal.edu/tealonline).

Next Meeting

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

Adjournment

With no further items to discuss the meeting adjourned at 3:55 p.m.