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

Members Present: John Beard, Joanna Dalton, Jennifer Hughes, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Thom Mezzapelle, Anne Monk, Rein Mungo, Jennifer Overholt-Mau

Members Absent: Tiffany Kovacs, Chris Mee, Greg Thompson

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 February 2, 2015 were distributed. A motion to approve the minutes, with minor corrections, was offered by Tim McCormick, seconded by Rein Mungo, and approved by the committee.

2015-2016 Assessment Plans

Preliminary assessment plans are due March 15. Editors should select “Submit” when the plans are complete to alert that the plan is ready for approval. Assessment reports for 2014-2015 can be completed at any time.

TEAL Online Modifications

Committee members began discussion about any changes or modifications that could be made to TEAL Online. Some recommendations are listed below:

- Reports print outside of margins
- Reports cut off if in the middle of a goal when it prints to the next page
- Cut out the jargon in the middle that is not needed (i.e., taxonomic scheme, metric, areas of assessment, source of data, responsible unit)
- Budget attachment should be removed
- Possibly use an outside vendor instead of making modifications to current system

Assessment Grants

Caroline Madden encouraged all members to submit applications for assessment grants. Financial Aid is going to submit one about Financial Literacy.

Reports from Oversight Committees

At the Provost’s urging, Chris Mee and John Beard have been meeting with departments across all the oversight committees that received a needs improvement ranking on their 2013-14 reports.

The Student Learning Oversight Committee compared two years of assessment reports and gave small summaries of what was found in each report. The committee has also been reviewing the rubric used to review reports with the possibility of making it in an electronic format.
New Business

The assessment awards luncheon is scheduled for April 23 from 11:30-1 in Kline Hospitality Suite.

The SACSCOC visit to review the level change of the university will be in two weeks.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be April 7, 2015 at 2 p.m. in the Dawsey Conference Room.

Adjournment

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