Members present: Lori Church, Abdallah Haddad, Dan Lawless, Holly Legg, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Greg Thornburg, Sandy Williams

Members absent: John Beard, Tiffany Brown (for Kim Sherfesee), Matt Hogue, Jennifer Hughes

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 January 24, 2012 were distributed. A motion to approve the minutes, with no corrections, was offered by Greg Thornburg, seconded by Lori Church, and approved by the committee.

Retention Report

The Retention Consultant reported to the campus community about his findings in March. The consultant is scheduled to return to campus on April 16 and 17 to complete a follow up. The Office of Institutional Research, Assessment and Analysis has worked on completing the Persona Group Templates that the consultant had requested. The committee reviewed the PowerPoint presentation from the consultant’s report. The committee was surprised at the high percentage of student conduct cases. It was brought to the attention of the committee that enforcement of student conduct policies has increased therefore increasing the number of cases reported.

Another area addressed were the high risk courses also known as “killer courses”. MATH 130I has a withdrawal/fail of 62%. The University will be administering a new math placement this summer to new freshmen. The Retention Consultant also reported the following things.

- There are too many forms for students to complete.
- A transfer center is needed at the University.
- Data from the Senior Exit Survey showed that seniors felt that class sizes were too large.
- The University needs to recruit graduates.
- The consultant felt that the University enrolled too many students too fast and does not have the facilities to support the enrollment numbers.

2012-13 Assessment Plans

The Department of Sustainability has been moved to Facilities. When the 2012-13 assessment reports are reviewed, the committee will also review Sustainability. This report is located in TEAL Online – Student Development.
Assessment Reports for 2011-12 may be entered into TEAL Online as the departments are ready to work on them. These reports are due October 1, 2012.

**Assessment Day**

Assessment Day is scheduled for September 7, 2012, from 8:30 – 12:00. The areas of focus will be the assessment grants that were awarded as well as one presenter from each of the oversight committees.

**Summer Training**

Summer trainings are set to be scheduled mid-April. Group and individual sessions are expected to be included.

**SACS Report**

Chris Mee reported that the University had just received the report from the SACS On-site Team. The report is in the process of being proofed. The report will then be sent back to SACS to be reviewed by the SACS Commissioners. The institution will have to write a letter to address the single concern from the SACS On-site Team.

**New Business**

The SACS report noted many inconsistencies in the quality of our reports. The departments should start now to better our reports so we are ready to address the SACS Fifth Year Report. If the committee begins now, it will have two reporting cycles before the reports will be included in the Fifth Year Report.

**Next Meeting**

The next meeting of the University-Wide Assessment Committee – Administrative Units will be April 24, 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.