University-Wide Assessment Committee  
Administrative Units  
April 2, 2013  
2:00 p.m., Dawsey Conference Room

Members Present: John Beard, Tiffany Brown, Lori Church, Abdallah Haddad, Jennifer Hughes, Dan Lawless, Holly Legg, Tim McCormick, Thom Mezzapelle, Sandy Williams

Members Absent: Matt Hogue, Caroline Madden, Chris Mee, Kim Sherfesee

Opening Remarks

Lori Church, 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 12, 2013 were distributed. A motion to approve the minutes, with minor corrections, was offered by Tim McCormick, seconded by Sandy Williams, and approved by the committee.

Update on 2011-12 Final Assessment Reports

Lori Church reported that a memo, summary sheet, and rubric were sent out for all assessment reports that were reviewed by the committee. The notification was sent to 19 departments and included the editor and approval personnel.

Prize Awards for Best 2011-12 Final Assessment Reports

The award for the best 2011-12 assessment report will be a luncheon that will be scheduled after graduation. This luncheon will include the winners from this committee as well as the winners from the Student Development Oversight Committee. For this committee, the top winners were the Department of Information Technology Services and the Department of Facilities.

Update on 2012-13 Assessment Plans

Holly Legg reported that there were three plans left for 2012-13 that need to be submitted and approved. All departments have been notified that these plans were due November 1, 2012 and need to be submitted as soon as possible.

Recommendations and Actions for University-Wide Assessment Committee

A suggestion was made that more education and training of TEAL Online were needed for departments to understand what and how to report. It was also recommended that a review of the assessment plan be included as a part of the committee work next semester. Please email any other recommendations to Lori Church for discussion at the next meeting.

Important Dates

Some important dates to remember in the upcoming weeks are:

- 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.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be on May 7, 2013 in the Dawsey Conference Room at 2:00 p.m.

Adjournment

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