University-Wide Assessment Committee
Administrative Units
May 7, 2013
2:00 p.m., Dawsey Conference Room

Members Present: John Beard, Lori Church, Abdallah Haddad, Matt Hogue, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Sandy Williams

Members Absent: Tiffany Brown, Jennifer Hughes, 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 April 2, 2013 were distributed. A motion to approve the minutes, with minor corrections, was offered by Matt Hogue, seconded by Dan Lawless, and approved by the committee.

Review of changes to List of Assessment Reports to Review

Lori Church handed out the List of Assessment Reports to Review for the committee to review. There were four new reports that were added to the list for the Administrative Units Oversight Committee. Those reports are:

- CeTEAL
- Faculty Ombuds
- Graduate Studies
- Undergraduate Research/Celebration of Inquiry

There was also discussion about the possible creation of a fourth oversight committee called Outreach. The University-Wide Assessment Committee will determine if that committee should/will be created.

Recommendations and Actions for University-Wide Assessment Committee

The recommendations from the committee include:

- More education and training of TEAL Online is needed to help departments determine what or how to complete assessment reports.
- Include review by the oversight committee of assessment plans in next review cycle.

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.
New Business

Lori Church suggested the committee review and submit feedback over the summer of the 2013-14 assessment plans to allow departments time to make alterations to the plans before final submission is due. Groups will be created to review the 2013-14 plans and the rubric for review will be sent to the committee with the rubrics being due by the first meeting in August.

The luncheon for the assessment awards of the Administrative Units and Student Development Oversight Committees will be scheduled for later in May. The winners were asked to present at Assessment Day on September 6. Chris Mee suggested that awards be given next year to the most improved assessment report.

The Assessment Audit will be available shortly. Communication to the committee will be sent out when it is available.

A Vice Chair will be decided upon by the beginning of next semester. The Vice Chair will replace Lori at the end of the 2013-14.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be scheduled for the beginning of the fall semester by the chair. Notification will be sent to the committee.

Adjournment

With no further items to discuss the meeting adjourned at 2:24 p.m.