Members present: John Beard, Tiffany Brown (for Kim Sherfesee), Dan Lawless, Holly Legg, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Greg Thornburg

Members absent: Lori Church, Abdallah Haddad, Matt Hogue, Jennifer Hughes, Sandy Williams

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 April 24, 2012 were distributed. A motion to approve the minutes, with no corrections, was offered by Chris Mee, seconded by John Beard, and approved by the committee.

2012-13 Assessment Plans

Holly Legg reported that there were eight departments that have yet to submit their 2012-13 assessment plans. These reports were due March 15. The departments need to be contacted about completing their plans. Also discussed was the need to create an instruction sheet for supervisors about resetting plans and reports in TEAL Online.

Assessment Day

Tim McCormick went through the administrative assessment plans and reported that he found three departments that he felt would be good choices for presentations. Information Technology Services (ITS) wanted to phase in student printing solutions across campus. ITS surveyed students to determine where they felt these printing solutions should be located. Several printers were installed in one area of campus but were going to expand to other areas on campus. University Communication wanted to expand the opportunities to showcase achievements of faculty, staff, and students by producing the University magazine four times a year. The department realized that four times was too many times and changed the publication to only be twice a year. Admissions wanted to develop an effective visitation plan for greater opportunities for campus visit. The department conducted surveys to determine the needs of people who visit the campus.

Another area that may be interested in presenting would be Human Resources (HR). HR expanded the offerings for professional development for faculty and staff. Evaluations are completed after each training/workshop and data is collected.
End of Year Report

End of year reports for the Oversight Committees are due by June 1. These reports will be used to complete the University-Wide Assessment Committee report. The Administrative Units Oversight Report will need to include recommendations for the next year. Recommendations that were discussed:

1. The University needs to have a greater communication of data.
2. Administrative Departments need an assessment sharing between them – have more working groups between departments.
3. Possibly have committee meetings that are longer to have departments present what has been happening within the departments.

Institutional Research, Assessment and Analysis Website

The Office of Institutional Research, Assessment and Analysis website is in the process of being redesigned. The website will contain executive summaries from surveys that are administered to students. From the executive summary will be a link to the data. Also included on the website will be assessment data.

New Committee Chair

There were no nominations for chair of the committee. Anyone interested should e-mail Anne Monk as soon as possible.

New Business

The committee discussed the results of the Core Alcohol and Drug Survey. The results compare Coastal Carolina University to national scores. The information for the survey is a random sample of course times and all information is self-reported by the students. The results were lower than those that were reported in 2010. The committee would be interested to see if an institution that has similar attributes to Coastal has similar results to this survey.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be called by the new chair at the beginning of the fall semester.

Adjournment

With no further items to discuss the meeting adjourned at 3:00 p.m.