University-Wide Assessment Committee  
Administrative Units  
September 3, 2013  
2:00 p.m., Dawsey Conference Room  

Members Present: John Beard, Lori Church, Matt Hogue, Jennifer Hughes, Tiffany Kovacs, Dan Lawless, Holly Legg, Caroline Madden, Thom Mezzapelle, Sandy Williams  

Members Absent: Abdallah Haddad, Tim McCormick, 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 May 7, 2013 were distributed. A motion to approve the minutes, with no corrections, was offered by John Beard, seconded by Caroline Madden, and approved by the committee.  

Meeting Dates  
The dates for the University-Wide Assessment Committee – Administrative Units (UWAC-AD) meetings were sent out earlier in the summer. All meetings will be held in the Dawsey Conference Room at 2 pm. The meeting dates are: September 3, October 1, November 5, December 3, January 7, February 4, March 4, April 1, and May 6.  

Review of 2013-14 Assessment Plan Rubrics  
Committee members were divided into four groups with departments assigned to each group. The groups were charged with reviewing the preliminary 2013-14 assessment plans. One set of final rubrics from each group should be sent to Holly Legg as soon as possible. Rating scores will be excluded from rubric that is sent to the department; only comments will be sent. Questions arose about the Celebration of Inquiry plan. It appeared to be incomplete. John Beard will speak to the editor of the Celebration of Inquiry to make sure there is understanding of the process.  

Assessment Day  
On September 6, 2013, Assessment Day will be held in the Wall Boardroom. Breakfast will be served at 8:30 am with poster sessions starting at 9 am.  

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

Discussion about deadlines and whether they should be changed to fiscal year began. Most of the Administrative Units work off of various reporting structures such as academic year, fiscal year, or calendar year. Committee members were informed that the reports are available as soon as the plan is created and that the reports can be entered as soon as the data is finished being gathered. It was suggested that departments create an internal deadline for completion of the report. This would accommodate all reporting structures regardless of the official University deadline for completion.

Lori Church reminded the committee that a Vice-Chair will need to be appointed with the expectation of becoming the chair beginning 2014-2015.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be October 1, 2013 at 2 p.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss the meeting adjourned at 2:53 p.m.