University-Wide Assessment Committee  
Administrative Units  
October 7, 2014  
2:00 p.m., LeForce Hospitality Suite

Members Present: John Beard, Amanda Craddock, Jennifer Hughes, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Rein Mungo, Bill Plate, Greg Thompson

Members Absent: Tiffany Kovacs, Dan Lawless

Opening Remarks

Caroline Madden, Chair, convened the meeting at 2:00 p.m. in the LeForce Hospitality Suite and welcomed all present.

Meeting Minutes

The minutes from the meeting on September 2, 2014 were distributed. A motion to approve the minutes, with minor corrections, was offered by John Beard, seconded by Tim McCormick, and approved by the committee.

2013-14 Assessment Reports and 2014-15 Assessment Plans

Members should make sure that the 2013-14 assessment reports and the 2014-15 assessment plans are submitted as soon as possible. These reports were due September 1. Final assessment reports for 2013-14 and assessment plans for 2014-15 were due October 1. It was suggested that a member of UWAC visit the Executive Staff meeting to impress upon them the importance of the assessment reporting process to the University.

First Review of 2013-14 Assessment Reports

After the first review of the 2013-14 assessment reports, there were six reports that were ranked as exemplary reports. The reports were Financial Aid, Admissions, Financial Services, Facilities, Department of Public Safety, and CeTEAL. All committee members will review these six reports for a final review. Holly Legg will send blank rubrics for each of these reports to all committee members. Final rubrics should be submitted to Holly no later than October 21.

Updates from UWAC

Caroline Madden reported that the University-Wide Assessment Committee began discussion about how to communicate to the University the assessment efforts that are happening on campus. Bill Plate reported that University Communication is in the process of reorganizing the University website. Caroline also stated that discussion of a new system/database to house assessment data and faculty/staff/student successes has begun. The larger committee will have to determine if building an internal system is the best route to take or if purchasing a system will be beneficial.

Follow Up From Last Meeting

John Beard reported that Assessment Day went well. Discussion about several of the presentations began. Committee members were impressed with the data presented by Scott Pleasant of the Writing Center. Scott presented that the Writing Center services may not have affected the students writing as they would have liked. It could not be determined if grades increased because a student visited the Writing Center.
John Beard reported that Dr. Gayle Ring from Clemson University visited the University and met with a group to discuss e-portfolios. At Clemson, e-portfolios are a graduation requirement for all students. Dr. Ring spoke of the positives and negatives associated with the system. She mentioned that it will no longer be a graduation requirement for Clemson students because of the amount of work it was to maintain the e-portfolios.

New Business

The committee should think about successes in administrative offices that can be shared with the group.

John Beard suggested that the rubric be revamped for the review next year. The committee will address this again in January. It was mentioned that the addition of a plan review should be added to the committee work.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be October 28, 2014 at 2 p.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss, the meeting adjourned at 2:54 p.m.