University-Wide Assessment Committee  
Administrative Units  
October 28, 2014  
2:00 p.m., Dawsey Conference Room

Members Present: John Beard, Tiffany Kovacs, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Bill Plate

Members Absent: Amanda Craddock, Jennifer Hughes, Rein Mungo, Greg Thompson

Opening Remarks

Caroline Madden, 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 October 7, 2014 were distributed. A motion to approve the minutes, with minor corrections, was offered by Thom Mezzapelle, seconded by Dan Lawless, and approved by the committee.

Final Ranking of Exemplary 2013-2014 Assessment Reports

Holly Legg distributed the final ranking scores. Financial Aid was the highest ranked report with CeTEAL and Financial Services coming in second. The final rubric scores and comments for all departments will be sent out by Caroline Madden soon.

Submission Status Update for 2014-2015 Assessment Plans

After reviewing the 2014-2015 assessment plans, there are many departments that still needed to be submitted or approved. Committee members should encourage departments to complete this process as soon as possible.

Updates from UWAC

Caroline Madden reported that the main University-Wide Assessment Committee has been discussing continuous improvement. The Administrative Units Oversight Committee has been asked to bring forward one topic that represents the committee as a whole. Several themes were discussed such as service, communication, and efficiencies. Communication seemed to be one of the most important but one of the hardest to address. Caroline asked each of the committee members to come up with one good assessment that has happened in Administrative Units and report back at the next meeting. These will then be shared at the next UWAC meeting.

Discussion

John Beard began a discussion about whether there should be an assessment coordinator for the administrative units. This position would be similar to the position in Student Affairs and in the colleges. Several members were concerned that the administrative units were not set up to handle an assessment coordinator across the board. Chris Mee mentioned that there were several people in the Office of Institutional Research, Assessment and Analysis who have assessment coordinator duties within their job duties already. These people could be used as a resource when needed.
Next Meeting

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

Adjournment

With no further items to discuss, the meeting adjourned at 3:01 p.m.