University-Wide Assessment Committee
Administrative Units
November 5, 2013
2:00 p.m., Dawsey Conference Room

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

Members Absent: Matt Hogue, 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 October 1, 2013 were distributed. A motion to approve the minutes, with minor corrections, was offered by John Beard, seconded by Caroline Madden, and approved by the committee.

2012-13 Assessment Reports; 2013-14 assessment plans

Almost all 2012-13 assessment reports have been submitted and approved. The 2013-14 assessment plans still have several outstanding plans that need to be submitted or approved.

2012-13 Assessment Report Review

Now that the deadline to submit assessment reports has passed, the Committee needs to review the 2012-13 assessment reports. Holly Legg passed out the group assignments for review. She will e-mail the rubrics to each group this afternoon. The final rubrics should be sent to Holly before the next meeting in January. Make sure that the rating is included on each rubric for every department. This rating will then be incorporated into the Assessment Audit.

Enrollment Update and Other

The enrollment as of Monday morning was 9,478 which is an increase of 1.9%. Continuing students increased 5.1%. The number of new freshmen was down 100 students and new transfers were down 20 students.

SACS Update

The University is currently working on getting the approval for two new programs: an Education Specialist degree and a Ph.D. in Coastal Marine Systems Science. The University will have to submit a compliance report addressing the level change to a Ph.D. level granting institution. The on-site visit for the level change report will be March 2015.
Assessment Plan for University-Wide Assessment

John Beard reported that the Committee needs to write a University-wide assessment report. He asked the oversight committee chairs to gather input from the committees to determine what should be included. The committees should think about things that could be made better through assessment and how to accomplish that. The report will need to be written by June.

Important Dates

Some important dates to remember in the upcoming weeks are:

These dates can be found at www.coastal.edu/tealonline.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be January 7, 2014 at 2 p.m. in the Dawsey Conference Room.

Adjournment

With no further items to discuss the meeting adjourned at 2:33 p.m.