University-Wide Assessment Committee
Administrative Units
November 9, 2012
10:00 a.m., Dawsey Conference Room

Members Present: John Beard, Lori Church, Abdallah Haddad, Jennifer Hughes, Dan Lawless, Holly Legg, Chris Mee, Thom Mezzapelle

Members Absent: Tiffany Brown, Matt Hogue, Tim McCormick, Sandy Williams

Guest Present: Meg Hurt (for Caroline Madden)

Opening Remarks

Lori Church, Chair, convened the meeting at 10:00 a.m. in the Dawsey Conference Room and welcomed all present.

Meeting Minutes

The minutes from the meetings on September 11, 2012 were distributed. A motion to approve the minutes, with no corrections, was offered by John Beard, seconded by Dan Lawless, and approved by the committee.

Updated 2011-12 Assessment Reports and 2012-13 Assessment Plans

Holly Legg reported that there were four 2011-12 assessment reports that needed to be approved. She also stated that there were four plans to submit and seven to approve for the 2012-13 assessment plans. The areas that remain are currently in the process of completing the plans and should have all submitted and approved very soon.

Review of 2011-12 Assessment Reports

The Committee was divided into four groups to review the 2011-12 assessment reports in TEAL Online. Each administrative department was assigned to one of the four groups. Rubrics for each department will be emailed to the groups after the meeting. Each member of the group should review the reports assigned and determine a score using the rubric. The group will then submit one combined rubric for each group assigned. The final rubrics are due December 18, 2012 and should be sent to Holly Legg. Once the final rubrics are received, an email will need to be drafted to send to the departments. The Committee discussed awards for the best reports and what types of incentives should be given.

Important Dates

Some important dates to remember in the upcoming weeks are:

- March 15, 2013: 2013-14 preliminary assessment plans are due
- 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
All of 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 on December 4, 2012 in the Dawsey Conference Room at 2:00 p.m.

Adjournment

With no further items to discuss the meeting adjourned at 10:24 a.m.