Members Present: John Beard, Amanda Craddock, Dan Lawless, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Rein Mungo

Members Absent: Jennifer Hughes, Tiffany Kovacs, Bill Plate, 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 28, 2014 were distributed. A motion to approve the minutes, with minor corrections, was offered by John Beard, seconded by Chris Mee, and approved by the committee.

Discussion of Exemplary Assessment Report

Caroline Madden had charged the committee with reviewing the assessment reports to find good assessments that are being done by administrative units that could be shared with the main UWAC committee. Most of the administrative units are already measuring customer service. This seems to be a common theme now within departments where it wasn't in the past. An example of this would be the assessments that are administered to participants in CeTEAL programming. CeTEAL used the data from the assessment to know what changes needed to be made to the programs.

Human Resources and Equal Opportunity reported on trying to make the interviewing and hiring process easier. Financial Services had a good report as well. The report included hard numbers in the objectives and explained in detail the process and what the outcome was. As a result of the data gathered, a Student Coordinator position was created to handle payment plans and help increase receivables.

Caroline stated that more than one idea can be forwarded to UWAC if there are several ideas that the committee would like to submit more. The committee could use the exemplary reports from the review ranking that was just completed and then pick ideas from those. Rubric review groups should review the reports assigned to the group to determine a few ideas from those reports. All findings should be emailed to Holly Legg by December 15.

Updates from UWAC

Caroline Madden reported that the last UWAC meeting was cancelled. John Beard reported that the Gazelle Project will showcase all the good things that are happening at the University from faculty, staff, and students that are not limited to just assessment.

Oversight Committee Reports

The University-Wide Assessment Committee – Student Learning will be reviewing the last three years of assessment reports to compare what has happened in the department. The committee will have a paragraph description for each department.
New Business

The committee has discussed revising the rubric for reviewing assessment reports in the past. John Beard stated that in the spring the committee should begin working on the revision. The other oversight committee rubrics could be reviewed to see if there are any common areas that could be used on the administrative units rubric.

Chris Mee requested that the committee think about TEAL Online and what, if any, changes could be made to make the system better.

A new requirement for SACSCOC will be to maintain a student achievement website to be compliant. Chris Mee will be requesting information from departments to include on the site. The site may be divided into three areas: academic, co-curricular, extra-curricular.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be January 6, 2015 at 2 p.m. in the Dawsey Conference Room.

Adjournment

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