Members Present: John Beard, Lori Church, Abdallah Haddad, Jennifer Hughes, Holly Legg, Caroline Madden, Tim McCormick, Chris Mee, Thom Mezzapelle

Members Absent: Tiffany Brown, Matt Hogue, Dan Lawless

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 meetings on November 9, 2012 were distributed. A motion to approve the minutes, with no corrections, was offered by Sandy Williams, seconded by Chris Mee, and approved by the committee.

Update on 2011-12 Final Assessment Reports and 2012-13 Assessment Plans
The majority of the 2011-12 assessment reports and the 2012-13 assessment plans have been submitted. Several of those still need to be reviewed.

Scoring/Evaluation/Recommendations of Assessment Plans & Reports
The committee discussed clarification of the assessment rubrics. It was determined that the rubric should measure the report as a whole. Guidelines for reviewing reports were defined for the committee as:
- Goals should be broad so that many different things can fit under it.
- Objectives should be concise, measurable, and have a timeline.
- Need to have single action verbs and benchmarks.
When the findings of the review are sent back to the departments, designated committee members will need to be available to answer any questions from the departments. Awards will be given to the top three assessment reports from the review.

NSSE Summary Report
A random sample of freshmen and seniors were administered the NSSE survey in spring 2012 with a 32% response rate. For most surveys about Coastal, the only students who respond are the ones who either love CCU or hate CCU. There were some concerns about the comparison group that was pre-determined by NSSE as to whether or not CCU fit into that group. One of the concerns was that some of the universities in the comparison group may be too large to compare to Coastal. 58% of first year students find the administrative personnel and offices helpful, considerate, and flexible.

Senior Exit Survey Results
The Senior Exit Survey had a 32% response rate so far. The survey will close this evening. Report will be given to the University-Wide Assessment Committee as well as the other Oversight Committees sometime in January.
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](http://www.coastal.edu/tealonline).

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be on January 8, 2013 in the Dawsey Conference Room at 2:00 p.m.

Adjournment

With no further items to discuss the meeting adjourned at 3:02 p.m.