Members present: John Beard, Tiffany Brown (for Kim Sherfesee), Lori Church, Abdallah Haddad, Matt Hogue, Holly Legg, Tim McCormick, Chris Mee, Thom Mezzapelle, Anne Monk, Greg Thornburg, Sandy Williams

Members absent: Jennifer Hughes, Dan Lawless

Opening Remarks

Anne Monk, 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 October 4, 2011 and November 1, 2011 were distributed. A motion to approve the October 4 minutes, with no corrections, was offered by Thom Mezzapelle, seconded by Sandy Williams, and approved by the committee. A motion to approve the November 1 minutes, with no corrections, was offered by Sandy Williams, seconded by Chris Mee, and approved by the committee.

SACS Accreditation Update

Chris Mee reported that the Off-Site Review occurred in the fall and that the University recently received the report from the committee. Out of 84 standards, CCU was rated non-compliant on eight. The focus now is writing the response to those eight standards and supplying more documentation. The Focused Report will be mailed on January 9. The standard that affected this committee was 3.3.1.2 which is Institutional Effectiveness with administrative support services. Examples of the 2010-2011 assessment reports and rubrics were supplied to the On-site Committee.

The Administrative Units Oversight Committee will need to remind departments when writing reports to make sure to look at data and report on the changes that are being made based on this data. More workshops, involving the TEAL Center and CETL, will also be scheduled to help with writing objectives and writing assessment reports. Departments should be encouraged by committee members to attend these workshops. Entire departments should become involved to make the entire process more meaningful.

Senior Exit Survey Discussion

The Senior Exit Survey was closed in October with a 26% response rate from the graduating seniors. This is a good response rate considering that there was no incentive given for completing the survey. Please keep survey results confidential for the time being as there are names stated within the comments. Holly Legg will redact those names and resend the results to the committee. The survey garnered good responses. 97% of the graduating seniors stated that they would recommend CCU to others. The comments appear to be overall positive responses. The
Committee should look at comments to see positives and negatives about the University departments. It was suggested to wait until another cycle of the survey has been administered to allow for two complete years (four survey cycles) of data to be reviewed. Lori Church stated that she might have a graduate assistant who could work on this project.

New Business

Meeting times for next semester were discussed. All members stated that Tuesday afternoons at 2 p.m. are still a good time slot for them. Holly Legg will send meeting dates to committee members.

Next Meeting

The next meeting of the University-Wide Assessment Committee – Administrative Units will be scheduled at the beginning of the spring semester and an e-mail will be sent to announce the dates. With no further items to discuss the meeting adjourned at 2:55 p.m.