University-Wide Assessment Committee  
Student Development  
January 21, 2014  
9:00 a.m., SNGL 112

**Members present:** Jennie Cassidy, John Beard, Whitney Comer, Vivian Ford, Stephen Harrison, Michael Jacobs, Tara Josey, Chris Mee, Travis Overton, Caesar Ross, Michael Ruse, Pat Singleton-Young

**Members absent:** Jean Ann Brakefield, Allison Faix, Geoff Parsons, Tom Woodle

**Guests present:** Chasity Samuels (Student intern)

**Welcome**

Jennie Cassidy, Chair, convened the meeting at 9:00 a.m. in SNGL 112 and welcomed all present. She announced that Frankie Weeks had taken a new job as an Academic Advisor in the College of Humanities and Vivian Ford has taken her place on the committee.

During the fall semester the committee did a SWOT analysis of individual and committee efforts in assessment. The result was a list of areas where improvement might be obtained. The list of things to discuss was then prioritized and is included on the meeting agenda.

**Progress on Previously Made Recommendations**

Nothing to report.

**Discussion Items**

**Involving staff in assessment**

Travis Overton – The discussion of assessment is now included as a part of every scheduled staff meeting. Each staff member will actively participate in assessment efforts over the next year and be assigned a specific area to assess.

Whitney Comer – Student Activities and Leadership encompasses several different groups and staff are being asked to assess something specific to their area. Progress on assessment activities will be reviewed on a monthly basis.

Pat Singleton-Young – An ongoing discussion is occurring about surveys and survey effectiveness.

Jennie Cassidy – Staff are strongly encouraged to view assessment results as soon as they are available. Research indicates that when the therapist is aware of the patient's progress the therapy outcome is enhanced. Cassidy summarizes all assessment data and shares this with therapists at the end of the semester so an overall picture can be presented.
Steve Harrison – A committee that meets every other week is in place. Committee members have been asked to be in charge of specific areas that may be assessed and to include the results in TEAL Online. Several assessment tools that are currently being used include the Educational Benchmarking Inc. (EBI) survey, internally developed Community Living Survey, and Coastal Engagement Living Model. As a result of these assessment efforts there has been an increased interest in numbers and tracking.

Tara Josey – Recreation includes several areas - Outdoor, Intramurals and Fitness and an attempt is made to assess activities in each area. Progress in assessment is discussed at staff meetings periodically throughout the semester. Two staff members in particular are excited about assessment and conversations with these two occur on a more regular basis.

Caesar Ross – New pre- and post-tests are currently under development. The majority of assessment surrounds quality of care and regulatory driven issues. The *Cash Collection and Control* tool is utilized by multiple staff members. As the majority of Ross' staff are practitioners, it is a challenge to incorporate assessment activities into their day to day functions.

Michael Jacobs – A survey was created last semester in order to measure student satisfaction with fall sports. Several mechanisms which allow for immediate feedback are in place in social media.

Michael Ruse – With a staff of two in the Honor's Program, the responsibility of assessment activities is shared by both. The Honors Program is expanding and may be moved to the academic assessment committee. Curricular changes are planned and new student learning outcomes are under development.

A general discussion occurred to further discuss how assessment activities can be expanded to provide feedback to those concerned. Suggestions included:

- Making the discussion of assessment a standing agenda item at departmental meetings
- Putting a student face on assessment
- Making a better effort to share assessment results, e.g. the Senior Exit Survey
- Garnering more student feedback after services are used in various areas and getting this feedback distributed in a timely manner to those concerned
- 30 day and 90 day follow-ups occur after students participate in alcohol education programs. The purpose is to see if the education made a difference to the students. This information can be valuable to those providing the education.
- Using tools (software) already in place to generate follow-up emails to students. Student responses may be shared with practitioners.

**Training needs of staff**

- A recommendation was made to include assessment training with *Feel the Teal* training as this training is required of faculty and staff. Chris Mee pointed out that assessment is quite different than customer service and combining the training might not be as effective as offering sessions separately.
Prior to the 2012 SACS visit general assessment training sessions were conducted through the Provost's Office. One area in need of training, using data for continuous improvement, was identified.

Training sessions customized for individual departmental needs were deemed helpful.

Open sessions to assist individuals with 2014-15 assessment plans will be offered through the Provost's Office in late February and early March

Data Sharing

- There is a wealth of data and information available and sharing this data across units might be helpful.
- Identifying faculty research areas and sharing relevant data with faculty was recommended.
- Often individuals need only a specific question answered and are unwilling or unable to comb through large data sets and reports. Distilling information for individuals would be helpful for these individuals providing they are specific about the questions they want answered.
- Chris Mee shared that a gap analysis was done on the Senior Exit Survey and once approved by the Provost this information will be made available.

Next Meeting

There being no further time to discuss business, the meeting adjourned at 9:55 a.m. The next meeting of the University-Wide Assessment Committee – Student Development will be on February 18, 2013 in SNGL 112.