University-Wide Assessment Committee  
Student Development  
March 24, 2015  
9:00 a.m., Arcadia 120 Conference Room

**Members present:** John Beard, Jennie Cassidy, Whitney Comer, Allison Faix, Vivian Ford, Chris Mee, Aggie O'Brien-Gayes, Travis Overton, Michael Ruse, Pat Singleton-Young

**Members absent:** Jean Ann Brakefield, Stephen Harrison, Michael Jacobs, Tara Josey, Geoff Parsons, Caesar Ross, Charles Whiffen, Tom Woodle

**Welcome**

Jennie Cassidy, Chair, convened the meeting at 9:15 a.m. in the Arcadia 120 Conference Room and welcomed all present. Dodi Hodges was scheduled to attend the meeting to provide training on creating rubrics; however, she was unable to be at the meeting.

**Discussion Items**

"**Needs Improvement**" Meetings – John Beard and Chris Mee met with individuals in areas with assessment reports that received a "Needs Improvement" rating. These meetings were generally productive and participants in several cases had already developed plans for improvement of next year's reports. A recommendation was made that these meetings be scheduled earlier next year in an attempt to allow reports to be corrected and resubmitted.

Report Assessment Rubrics – Both the student learning and administrative areas subcommittees are reviewing the rubrics used to evaluate assessment reports. As this committee revised the rubric used last year no modifications were recommended.

Assessment Systems – Changes have been recommended to be incorporated into TEAL Online by all assessment subcommittees. At this time these changes are being reviewed. TEAL Online serves as an information repository only and back-end reporting options are lacking. As the University has grown the need has arisen for a more robust system for capturing information and data across all units. Several commercial products are being considered for purchase. Committee members are welcome to attend product demonstrations as they are scheduled.

SACSCOC Reaccreditation – Mention was made of the recent successful reaccreditation of the University. Chris Mee asked everyone to check materials distributed through their office (e.g. student handbook) to make sure the accreditation statement is included and correctly stated. An accurate version of the statement can be found on the Institutional Research, Assessment and Analysis website.

Next Meeting – With nothing further to discuss the meeting adjourned at 9:55 a.m.