Members present: Jennie Cassidy, Whitney Comer, Vivian Ford, Tara Josey, Travis Overton, Geoff Parsons, Scott Pleasant for Aggie O'Brien-Gayes, Pat Singleton-Young, Charles Whifffen

Members absent: John Beard, Jean Ann Brakefield, Allison Faix, Stephen Harrison, Michael Jacobs, Chris Mee, Caesar Ross, Michael Ruse, Tom Woodle

Welcome

Jennie Cassidy, Chair, convened the meeting at 2:00 p.m. in the Dawsey Conference Room and welcomed all present.

Progress on Previously Made Recommendations

Co-Curricular Graduation Requirement – The University Retention Committee has made a recommendation for a co-curricular graduation requirement. The College of Business already has this requirement (Professional Development Activities) and it is anticipated that the other colleges will consider this as a graduation requirement as well. This is a topic that this committee has discussed in the past.

FYE/COHFA/Student Affairs Partnership – Based on a recommendation from this committee, a pilot program will be conducted in the Fall 2014 semester. As part of this pilot program, representatives from different Student Affairs areas will be present in all COHFA classes for the first four classes to work with students on specific issues.

Priority Recommendations

The overall University-Wide Assessment Committee needs 1-2 recommendations from this committee to take forward to the Provost and other key administrators. Based on committee discussions from this past academic year a list of possible recommendations, or action items, was compiled and distributed as part of the meeting minutes.

Items discussed included:

- Information sharing – Summarizing and distributing assessment information and findings outside of the area.
- Making assessment part of an individual's job. In the course of performing day to day activities, assessment often gets pushed to the back burner.
- Several items on the list related to communication of assessment results. Assessment results should be communicated to students, faculty and staff where appropriate. Also, standardized and regular mechanisms for distribution should be considered.
- When major decisions are made, the data supporting these decisions should be shared. In cases where data may not be available, it would still be beneficial to know why certain decisions were made.
The committee decided to make a recommendation that better communication of assessment should be a priority.

**Discussion Items**

**Learning more about interpreting/using data** – During previous discussions it was suggested that often data is not fully analyzed and statistical analysis is not completed. This may be due to lack of time and/or statistical skills. It was mentioned that resources are available through CeTEAL and Institutional Research to help faculty and staff with surveys (survey questions, assessment, administrations, etc.). It was agreed that increased education in statistics and creating test items is needed in most areas. A general discussion took place regarding improving student response rates.

Leadership assessment will be the topic at the next meeting. Identifying and using valid instruments will be the topic at the July meeting.

The meeting adjourned at 1:55 p.m.