Members Present: John Beard (Chair), Kristal Curry, Margaret Fain, Tom Hoffman, Vivian McCain, Carol Osborne, Brianne Parker, Barbara Ritter, Dennis Wiseman

Members Absent: Ellen Arnold, Dodi Hodges, Michael Latta, Jim Luken, Chris Mee, Nelljean Rice, John Steen

I. Introduction and Approval of Minutes

John Beard, Chair, convened the meeting at 2:30 p.m. in the Dawsey Conference Room and welcomed all present. The minutes from the meeting on August 28, 2012 were included as part of the packet distributed to all attendees. The Chair asked if any modifications to the minutes were recommended. A motion to approve the minutes as submitted was offered by Dennis Wiseman, seconded by Margaret Fain, and approved by the committee.

Chairman Beard shared that the Assessment Day event held September 7th was well attended. Post-event surveys were completed by 40 attendees. An estimated 55+ faculty and staff attended part of or the entire event.

II. Updates on TEAL Online Assessment Reporting

A. Status of “Pre-Review” for Reports within Colleges – The college Deans and Associate Deans were contacted via e-mail and advised that this committee was going to be evaluating all approved reports. Those conducting assessment activities have in the past indicated that some sort of feedback on their reports would be helpful prior to the report being submitted on October 1st.

Tom Hoffman indicated that the College of Science assessment committee set a report deadline of September 5th. Not all departments met this deadline, however, reports are still being submitted and he is confident feedback from the assessment committee will be sent to departments prior to the University report deadline of October 1st. This will give report writers time during October to make any revisions prior to the final deadline of November 1st.

Carol Osborne indicated that the College of Humanities assessment committee set a report deadline of September 15th. Those submitting reports by this date will receive feedback by September 24th.

Barbara Ritter indicated those writing reports for the College of Business are aware of the deadlines. The college assessment committee will meet on October 19th to review reports.

Kristal Curry indicated the College of Education assessment committee met September 14th and the October 1st deadline was discussed. Those writing reports were asked to submit reports a
week prior to this deadline so they could be reviewed. Focus in the college is on the completion of the 2012-2013 assessment plans which are to receive final approval by November 1st.

B. Revision of Final Stage of 2012-2013 Plans – Preliminary 2012-2013 plans were submitted by March 15th, 2012. Any modifications to these plans must be made soon as final approval is November 1st.

C. Who Hits “Submit” for the Department? – Discussion occurred in reference to who has the responsibility to submit assessment reports in different departments. Not all academic areas are structured similarly (e.g. not all departments have chairs), and it was suggested that whoever has primary responsibility for reviewing curriculum should have the final word on the reports prior to their submission. It was agreed that the actual mechanics of submitting the report in TEAL Online is of less importance than the review of the reports prior to submission. Chairman Beard indicated that chairs and coordinators in all departments may not be responsible for physically hitting the “submit” button but they should be aware of the report and have read it prior to the actual submission. The Deans of all colleges have view rights for all reports and should have read all reports for their respective colleges.

D. Who Hits “Approve” for the College? – Several committee members expressed concern that they feel obligated to approve all reports in order to make the November 1st deadline. This is concerning as reports are not always of the caliber that those approving them are comfortable with. Although the assessment committees provide feedback to those writing the reports, if the recommendations are not incorporated into the report and the report is submitted anyway, approving said reports is problematic. The question of whether approving the report means the approver is giving their seal of approval to the report or simply committing the document to TEAL Online. It was agreed that meeting deadlines is important, however, the ultimate goal is to have quality reports for all departments. Extended deadlines in order to allow report writers the chance to improve upon reports may be made on a case by case basis.

In addition to all 2011-2012 reports being reviewed by several committees (UWAC-Student Learning, college assessment) and individuals (Assessment Coordinators, Deans, Associate Deans) they will also be made available to all faculty and staff via a password-protected link on www.coastal.edu/tealonline.

Several committee members requested that the size of link to the archived TEAL Online reports be increased. Vivian McCain indicated she would pass this request on to Holly Legg.

III. Review of 2011-2012 Assessment Reports

A. Draft Rubric: TEAL Online Rubric #1 – A rubric was used by the committee last year to assess the 2010-2011 reports and it was decided to modify this rubric prior to evaluating the 2011-2012 reports. Several suggestions, concerns and points of discussion were offered:

- Continuous improvement – As currently written, this section mandates that systematic change occur in order for an “Exemplary” rating to be assigned. This may not necessarily be the case, and there may be instances where the data do not indicate the need for change. Recommendations were made to change the wording for this rubric element.
• Concern that the rubric being used by this committee is being modified after reports have been written. Reports can still be modified until October 1st, so timely distribution of this rubric will allow those completing the reports access to the assessment criteria being used by this committee.

• Ongoing concern that charts, tables and images cannot be entered into the narrative section of TEAL Online.

• Reporting results – Report writers to be encouraged to include summary data with supporting narrative as opposed to the entire Excel chart.

• Wording of several “satisfactory” descriptions lean more toward the idea of “needs improvement”.

Chairman Beard encouraged committee members with additional suggestions and modifications to send them to him by Monday, September 17th. The distribution of the new rubric to TEAL Online users will occur no later than Friday, September 21st.

This committee will use the rubric and identify the reports with the highest scores. These reports will then be further evaluated in order to determine the award winners.

IV. Moving the Use of Results Forward – No discussion.

V. Adjournment – Next Meeting

The next meeting for this committee is October 19th. With no further business to discuss, the meeting adjourned at 4:20 p.m.