University-Wide Assessment Committee
Student Learning
April 25, 2014
2:00 p.m., Kearns Hall 205

Members Present: John Beard (Chair), Kristal Curry, Margaret Fain, Vivian Ford, Jeannie French, Amy Fyn, Dodi Hodges, Michael Latta, Jim Luken, Megan McIlreavy, Chris Mee, Carol Osborne, Scott Pleasant, Nelljean Rice, Lee Shinaberger

Members Absent: Karen Aguirre, Ellen Arnold, Janet Buckenmeyer

I. Welcome and Approval of Minutes
John Beard, Chair, convened the meeting at 2:00 p.m. in Kearns Hall 205 and welcomed all present. The minutes from the meeting on March 21, 2014 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 Michael Latta, seconded by Nelljean Rice, and approved by the committee.

II. Fall 2014: Early Assessment Planning
A. Presentation to Provost's Council – Included with the packet distributed to all attendees was a copy of a presentation from the last Provost's Council meeting. The presentation included a recommendation to move the submission deadline for the 2013-14 TEAL Online Assessment Reports up a month beginning in Fall 2014. The main reason for requesting this deadline change revolves around the SACSCOC reaffirmation visit scheduled for March 15th, 2015. The Office of Institutional Research, Assessment and Analysis is required to compose accreditation reports that include the assessment reports submitted in TEAL Online, and the current deadline would make it difficult for the office to meet the SACSCOC deadline.

B. Update on Chairs Meetings – It was reported that most department chairs are aware of the requested TEAL Online deadline change for Fall 2014. To date most are in agreement that the earlier deadline will be feasible and no strong objections have been made.

C. Next Announce to tealonlineusers@coastal.edu – After all department chairs have been notified of the deadline change, all those included on the tealonlineusers@coastal.edu distribution list will be informed of the change.

III. Potential Five-Year Assessment Plan
Also included with the packet distributed to all attendees was the Collected Suggestions for Future of Assessment (Update) sheet. The list is a collection of various ideas and suggestions that may be relevant to future assessment discussions of the committee. Items highlighted in yellow were mentioned on more than one occasion. In an attempt to organize the ideas, Chairman Beard grouped the ideas together under three general categories.

A. Items Inadvertently Left Off the List – The suggestion list is not inclusive of all potential ideas and committee members are encouraged to send Chairman Beard any additional ideas for
inclusion.

**B. Items to be Struck From List** – In addition to adding to the list, any committee member who thinks an idea should be struck from the list should notify the committee chair.

**C. Most Important Items to Keep** - Any committee member who feels an item from the list is particularly important should notify the committee chair.

**IV. Committee Recommendations for 2014-2015**

A long-term (five-year) assessment plan is currently under development and this committee's future activities will be affected by this plan. The committee discussed short term plans for the 2014-15 academic year.

**A. Implementation of a campus-wide e-Portfolio application** – The committee has previously discussed the possibility of implementing an e-portfolio requirement for all students. In order to move forward with this suggestion the committee considered the following items for 2014-15:

1. Taking steps toward gauging the interest on campus in implementing an e-portfolio
2. Investigating the use of e-portfolios at other Universities, to include visiting campuses of other universities currently using them
3. Researching e-portfolio tools available

**B. Conducting a campus-wide assessment inventory** – In order to better understand the scope of assessment activities taking place on campus, it was suggested that the committee conduct an inventory. Understanding what is currently being done may be the first step in sharing assessment results more efficiently across campus. Key questions to consider include:

1. What assessment instruments are you currently using (both internally developed and standardized instruments)?
2. What have you done with the data?
3. Will you continue to use this instrument in the future?
4. Do you share data with others both in and out of your department?

**V. Adjourn – Next Meeting: August 15 @ 2:00** – Chairman Beard thanked committee members for their service on the committee. The meeting adjourned at 3:00 p.m.