

## Minutes of the Assessment Committee Meeting

### COE 3901

2/03/2010

- The biannual meeting of the Assessment Committee was held in the College of Education, Room 3901 on February 3, 2010 at 2:00 p.m.
- Members in attendance were: Ken Davis, Financial Affairs; Deborah Spake, MCOB; Kim Peterson, Development and Alumni Relations; Catherine Dearman, College of Nursing; Diane Keasler, College of Nursing; Jim Van Haneghan, COE; Julio Turrens, AHP; Jeff Landry, CIS; Keith Harrison, Graduate School and Academic Affairs; Vaughn Milner, CESP; Mike Mitchell, Student Affairs; Jim Laier, COEG; Joan Exline, IRPA; Cecelia Martin, IRPA.
- Dr. Exline discussed the results of the SACS Fifth Year Report indicating the report was accepted without any follow-up and that SACS had displayed a sample of our assessment materials for the SACS Annual Meeting Resource Room.
- Dr. Exline also provided the committee members with a tentative schedule for SACS Reaffirmation. She indicated that the Compliance Team would be appointed in November of this year and the QEP Leadership Team would be appointed in December. She pointed out that it is important not to begin the QEP too soon. Dr. Turrens suggested a faculty poll to see what might be of interest to them. For the QEP, only the plan and pilot study are completed. If a large-scale study is completed and SACS does not approve of the QEP, then the institution has wasted a good deal of money and resources. Dr. Exline also stated that individuals in the University who have experience with SACS reviews will be utilized in preparation for Reaffirmation.
- Ms. Martin shared highlights of the recent assessment review. Compliance with the deadline greatly improved from the previous year in which 40-50% of plans and reports were completed on time. Compliance with the deadline ranged from 89% to 94% for this year. For the upcoming year, 100% compliance is important.
- Ms. Martin indicated that a rubric was developed for assessment plans and reports with values ranging from one to three in which 1 = unacceptable; 2 = weak and 3 = acceptable. For each component of the assessment plan and report over 90% of units scored a two or three. One area that the University needs to focus on in regard to assessment is the use of results as the philosophy of SACS is continuous improvement. For last year, the use of results by assessment unit type ranged from 50-77%.
- Ms. Martin stated that for the upcoming year assessment materials are due on 10/15/2010.
- The requirement that Deans and VPs formally sign off on their assessment unit plans and reports was instituted this year. The signature box is located under the Assessment Unit tab, Mission statement subheading. For the upcoming year, Colleges and Divisions will

have to establish internal deadlines for assessment plans and reports to meet the deadline for the University.

- Ms. Martin indicated that training sessions on assessment related issues have been scheduled for late March and April. The topics include: Rubric Construction, Assessing Graduate Programs and Use of Results. She will be sending out an email announcing the dates and times. Mr. Mitchell stated that the individualized training session that was held on Assessment for Student Affairs was very helpful for his area.
- There have been recent updates to TracDat and Ms. Martin reviewed them with the committee. One new feature is the appearance of a “save warning message” if a user attempts to leave a page without saving. Also, on the results screen the action plan and related documents tabs appear when a new result is being entered prior to saving. In the past, the result had to be saved before the tabs appeared. There are new report functions – reports can be downloaded as a zip file and saved in a rft format. There is also the option to preview a report before running.
- There were no questions and the meeting was adjourned at 2:30 p.m.