

University Assessment Committee Meeting Minutes

Location: Zoom

Date: September 21, 2022

Time: 10:15am (Special Event Schedule)

In attendance: Anthony Patricia, Sally Howard, Katie Pridgen, Susan Robinett, Lonnie Bowe, Sarah Beasley, Kevin Bennington, Kim Chambers, Tracy Luff, Amanda Sauchuck

Old Business

1) Spring 2022 Assessment Day for Communication

a) Feedback? Committee received mostly good feedback from the opening assessment meeting. Good conversation. Helpful information.

b) Changes for the future?

2) General Education Change form – The approved form is now uploaded and located on the intranet.

3) Minor assessment data reporting starting Fall 2022. Amanda asked that the committee remind all faculty that the minor assessment data should be included in this year's annual assessment report.

4) CTL's on Annual Assessment and 5-Year Program Reviews. Amanda stated that it had been requested to have workshops to review the requirements, expectations, and process of the annual assessment and 5-year program reviews. The 5-year program review workshops occurred last week and the annual assessment workshops are happening this week.

5) Request for General Education Resources in Communication. Amanda asked that each committee member go back to their department and ask for more resources on the assessment and reinforcement of communication to share on the University Assessment Resources intranet page.

New Business

6) Use of Opening Meeting Questionnaire. Amanda shared the results of the 'How Can Assessment help you' faculty questionnaire that was sent out during the opening day meetings. Amanda asked that the committee review the results and come prepared next meeting to identify ways that the committee or the director can meet the needs of the faculty.

7) Annual Program Assessment and 5-year Program Review

a) CAPS is available. Committee expressed concern that CAPS sent out multiple emails to notify them that a program review was available. Amanda said that she would check with Miranda on why this occurred.

Committee asked if it were possible to remove old reviews. Amanda will check with Jamie.

b) Due Nov 1. Amanda asked that each committee member remind faculty of the due date.

8) Fall 2022 Assessment Day – Critical Thinking. Amanda discussed planning for the fall assessment day. Asked if the group had feedback from the spring event and if anything needed changed.

a) Friday, Nov 11 or 18? Friday, November 11th was identified as the most convenient time. Committee asked if Zoom was going to be an option. Amanda said yes, likely.

b) Same format? Committee said that the same format was a good start.

9) Amanda announced upcoming CTL's

a) Friday, September 23 at 10am Tips for Writing the Annual Assessment Reports – Zoom

b) October – NSSE dates are to be determined.

10) UAC Training – Amanda mentioned that the committee had asked for training on giving feedback, what and how to review annual assessment and 5-year program reviews. Amanda will provide this training during the Oct meeting.