

Committee Annual Report

- 1) Name of Committee: **University Assessment Committee**
- 2) Chair of the Committee: **Desmond Fletcher (2011-2012)**
- 3) Year of the Report: **July 1, 2011 through June 30, 2012**
- 4) Members of this committee that will be rotating off this committee as of June 30 of the reporting year: **Lilian Hill, Beth Richmond, Kathleen Masters, Desmond Fletcher**
- 5) If your committee is a governance committee, please list below the new members that have been elected to serve and their term of service: **Kelly Ferris-Lester has been elected as chair for 2012-2013.**
- 6) Approximate number of times this committee has met between July 1 and June 30 of the reporting year: **6**
- 7) Significant topics that this committee has considered and/or programs that have been sponsored by this committee during the reporting year:
 - a) **Assessment reviews were conducted in fall,**
 - b) **Policies and guidelines were developed for stand-alone minor assessment plans and reports,**
 - c) **Policies and guidelines were developed for certificate program plans and reports,**
 - d) **Reporting rubrics for both academic and administrative processes were evaluated and improved, and**
 - e) **Committee feedback was provided for SACS report.**
- 8) Has your committee changed or amended its bylaws during the past year? If so, please attach a copy of your new bylaws to this report. **No.**

Note: Annual reports should be submitted to the administrator that oversees the committee (specified by the Committee on Committees) at the end of the academic year. Once the administrator has read, and amended a letter of approval, the annual report should be forwarded to the Committee on Committees. Annual reports must be submitted to the Committee of Committees by July 1st of each year. The annual report should provide a brief overview of the committee's activity for the past year.