

Committee Annual Report 2012-2013

- 1) Name of Committee: **University Assessment Committee**
- 2) Chair of the Committee: **Kelly Ferris Lester (2012-2013)**
- 3) Year of the Report: **July 1, 2012 through June 30, 2013**
- 4) Members of this committee that will be rotating off this committee as of June 30 of the reporting year: **Ann Marie Kinnell, Joe Peyrefitte, Diane Fisher, Joohee Lee, Jennifer Regan, Pam Gibbs, Wanda Naylor, Kristi Motter**
- 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 re-elected as chair for 2013-2014. Replacements for those rotating off will be made in August.**
- 6) Approximate number of times this committee has met between July 1 and June 30 of the reporting year: **Six. Meeting minutes are available online at <http://www.usm.edu/institutional-effectiveness/uac-minutes>**
- 7) Significant topics that this committee has considered and/or programs that have been sponsored by this committee during the reporting year:
 - A. **The University Assessment Committee reviewed 189 academic program assessment reports. 15% of those were commended. 67% supported the SACS standard 3.3.1.**
 - B. **The committee approved a change to the by-laws to allow for a clearer proportional split among the colleges and number of program reports. This also allowed us to incorporate the addition of our newest college, College of Nursing in to the by-laws. The by-laws now state:**

Faculty members are appointed by the respective deans, with at least two representatives from each college and one from the University Libraries. If a college has 35 or more academic programs that require the submission of an assessment report, additional members may be appointed by the respective dean at the ration of one additional member for every 15 additional programs or fraction thereof. Every third year, beginning with 2013-14, the number of representatives will be reviewed and reallocated based on the number of programs.
 - C. **The committee approved changes to the guidelines for assessment plans and reports. The changes reflect recent focus on other standards in the SACS review. While the review was overall positive in regards to standard 3.3.1, the committee approved changes that will help address the federal standard 4. The changes include:**
 - a. **Program-level Assessment Plans have a minimum of five outcomes. At least four outcomes must be Student Learning Outcomes and at least one outcome must be a Program Objective focused on student achievement. Student achievement includes enrollment and retention rates, graduation rate, job placement rate, licensing, and certification.**
 - b. **Additions to the report guidelines under Continuous Improvement Initiatives #5: Efforts to improve enrollment and retention rates, graduation rate, job placement rate, licensing, and certification should be captured in this field.**

- D. The committee made revisions to the Academic Assessment Report and the Administrative Unit Evaluation Rubrics in wording choices to clarify the expectations in the review process and for those who submit reports.**
- E. The 4th Annual Assessment Showcase held on April 24. Showcase Booklets and list of programs receiving Award of Commendation can be found on the IE website: <http://www.usm.edu/institutional-effectiveness/assessment-showcase> The UAC awarded Assessment Star of the Year Awards to Charles Jordan and Skip Hughes from the School of Accountancy for their excellent work in assessment reports for many years. Each spoke as guest at the Assessment Showcase as well as Provost Wiesenberg.**

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. **Yes. See link.** http://www.usm.edu/sites/default/files/groups/institutional-effectiveness/pdf/uac_bylaws_rev_12-05-2012.pdf

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 appended 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.