

## **Committee Annual Report 2013-2014**

- 1) Name of Committee: **University Assessment Committee**
- 2) Chair of the Committee: **Kelly Ferris Lester (2013-2014)**
- 3) Year of the Report: **July 1, 2013 through June 30, 2014**
- 4) Members of this committee that will be rotating off this committee as of June 30 of the reporting year: **Kelly Ferris Lester, Gwen Pate, Lisa Nored, Jim Lambers, Doug Masterson, Deborah Booth, Chuck Tardy, Avonelle Pugh, Peggy McArthur**
- 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: **Susan Hart will be the 2014-15 chair. 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 203 academic program assessment reports. 12% of those were commended. 82% supported the SACS-COC comprehensive standard 3.3.1.1**
  - B. **The UAC approved a Certificate Assessment Report Evaluation Rubric to use in reviewing certificate programs.**
  - C. **The committee updated the Administrative Unit Assessment Policies (see pages 6-7 in Assessment Showcase 2014 booklet: [https://www.usm.edu/sites/default/files/groups/institutional-effectiveness/pdf/assessment\\_showcase\\_booklet\\_2014.pdf](https://www.usm.edu/sites/default/files/groups/institutional-effectiveness/pdf/assessment_showcase_booklet_2014.pdf)**
  - D. **The committee updated the University Assessment Committee Policy regarding Academic Program Participation in University-Wide Assessment Process to include the following statement:  
“Programs not achieving at least an adequate rating will follow up with a plan of improvement to the respective Dean and Institutional Effectiveness.” (See page 8 in Assessment Showcase 2014 booklet.)**
  - E. **The committee approved changes to the Academic Program Assessment Plan and Report Guidelines to include:  
“7. Student Learning Outcomes must show a progressive distinction between degree levels (BA, MA, PHD) in the same academic unit” (See page 9 Assessment Showcase 2014 booklet)**
  - F. **The committee reflected upon the use of the Academic Assessment Report and the Administrative Unit Evaluation Rubrics. In the coming year, the preparation for committee members to review annual reports will be developed by pairing old committee members with new committee members and analyzing previous commended and inadequate reports. This should lead to more consistency in rubric scores.**
  - G. **The 5<sup>th</sup> Annual Assessment Showcase held on April 23, 2014. Showcase Booklets and list of programs receiving an 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 Award to Stacy Reischman Fletcher for her excellent work in assessment reports for many years.

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 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 1<sup>st</sup> of each year. The annual report should provide a brief overview of the committee's activity for the past year.*