

The University of Southern Mississippi
University Assessment Committee Minutes
March 28, 2012

The University Assessment Committee (UAC) met at 12:00 p.m. on March 28, 2012 in the Bobby Chain Technology Building (TEC), 102 with Desmond Fletcher, Chair of the UAC, presiding.

The following voting members were present: Allisa Beck, Kenny Christensen, Desmond Fletcher, Stacy Reischman Fletcher, Pam Gibbs, Jeannie Gillespie, Lilian Hill, Ann Marie Kinnell, Joohee Lee, Kelly Lester, Kathleen Masters, Chris Meyers, Kristi Motter, Wanda Naylor, Gwen Pate, Joe Peyrefitte, Avonelle Pugh, Jennifer Regan, Beth Richmond, Charles Tardy, Donna Valestro

The following non-voting members were present: William Powell, Kathryn Lowery

The following guests were present: Julie Howdeshell

1.0 *Call to Order*

The meeting was called to order by Desmond Fletcher, Chair of the UAC.

2.0 *Adoption of the Agenda*

Mr. Fletcher presented the agenda and it was approved by the UAC membership.

3.0 *Review of the Minutes*

Mr. Fletcher presented the minutes from the last meeting held February 29, 2012 and they were approved. When posted online, the attachments mentioned in the minutes need to be included.

4.0 *Committee Liaison Reports*

Academic Council – No report.

Graduate Council – No report.

Faculty Senate – No report.

Council of Chairs – Dr. Tardy reported that he shared the information regarding assessment of stand-alone minors at the last Council of Chairs meeting.

GEC – No report.

QEP – The QEP Impact Report was submitted in March 2012 with the Fifth-Year Interim Report.

Staff Council – No report.

5.0 *Approval of Administrative Evaluation Rubrics*

A motion to approve the Administrative Assessment Plan Evaluation Rubric and the Administrative Assessment Report Evaluation Rubric was made and approved by the UAC, noting that the Director of Institutional Effectiveness may make minor modifications as needed.

6.0 Discussion on Assessment of Stand-Alone Minors

Desmond Fletcher, UAC chair, opened discussion of assessment of stand-alone minors. Kathryn Lowery presented a list of minors from Institutional Research for review by the committee to discuss means of determining whether they needed to be assessed separately or not. Issues include whether the minor correlates with a parent major in relation to assessment, the courses included in the minor, and the number of students involved. Dr. Powell noted that issues also arise in terms of emphasis areas. In some cases, emphasis areas are quite distinctive, with no common courses. In other instances, emphasis areas can vary by as little as six hours. The UPC used the benchmark of a difference in 12 hours. It was determined that the next action item would be for UAC members to take the list back to their departments/colleges and ask for input regarding whether the minor was active and other relevant information.

7.0 Suggestions for Assessment Showcase

Desmond Fletcher announced that the third annual Assessment Showcase will be at noon on April 25 in Thad Cochran 218. The purpose of the luncheon meeting is to promote the value of assessment, recognize commended assessment reports, and share examples of outstanding assessment through the *Assessment Showcase* booklet. In addition, one person is recognized with an Assessment Star award for outstanding work and service related to assessment at the USM.

The floor was opened for suggestions for the event. Dr. Lilian Hill recommended recognizing the work of outgoing UAC members. Kathryn Lowery asked that if anyone else had further suggestions to contact her or Desmond Fletcher.

8.0 Election of UAC Chair for 2012-2013

Desmond Fletcher opened the floor for nominations for UAC Chair for 2012-13. Stacy Reischman Fletcher nominated Kelly Lester. Wanda Naylor moved to close the nominations and the motion was approved. Kelly Lester will serve as chair for 2012-13.

9.0 *Meeting Adjourned*

The meeting was adjourned at 1:00 p.m. The next meeting will be the Assessment Showcase scheduled for noon on April 25, 2012 in the Thad Cochran Center, Room 218.