

Committee Annual Report

- 1) **Name of Committee:** University Assessment Committee
- 2) **Chair of the Committee:** Dr. Lilian H. Hill (2010-2011)
- 3) **Year of the Report:** July 1, 2010 through June 30, 2011
- 4) **Members of this committee that will be rotating off this committee as of June 30 of the reporting year:** Gwen Pate, Patricia Biesiot, Mary Nell McNeese (resigned from USM May 2011), Kathleen Wells, James T. Johnson, Ruth Brooks
- 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:** Desmond Fletcher has been elected as chair for 2011-2012. 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/ie/uac_minutes.htm.
- 7) **Significant topics that this committee has considered and/or programs that have been sponsored by this committee during the reporting year:**
 - Assessment reviews were conducted in Fall 2010 and feedback provided to chairs, deans, the Provost, and the President
 - Approved a new administrative units' assessment template available online at <http://www.usm.edu/ie/New%20Admin%20Unit%20Assessment%20Template.docx>.
 - Approved a new UAC Policy on Academic Program's Participation in the University-Wide Assessment Process available online at <http://www.usm.edu/ie/UAC%20Policy.pdf>.
 - Held the 2nd Annual Assessment Showcase on April 28, 2011. The Showcase highlights the ongoing work of the University Assessment Committee and is intended to recognize the hard work of chairs, program coordinators, and administrative staff across both campuses in collecting, recording and analyzing assessment data and to contribute to inculcating a culture of assessment. An Assessment Showcase booklet is produced by the Director of Institutional Effectiveness, Kathryn Lowery. The booklet presents student learning outcomes, measures and findings, action plans and analyses that were ranked as commendable by the UAC in Fall 2010. The booklet is distributed to Assessment Showcase attendees as well as to people new to assessment responsibilities during the following year. It is also available online at http://www.usm.edu/ie/assessment_showcase.html. This booklet will serve as a guide to people engaged in conducting assessment as well as providing evidence of USM's

commitment to assessment for our upcoming SACS Fifth-Year Interim Report that is due March 2012.

- 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, new bylaws were approved on October 10, 2010 and were submitted to the Committee on Committees. They are attached and are available online at <http://www.usm.edu/ie/UAC%20Bylaws%20REV%2010-20-2010.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 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.