

**The University of Southern Mississippi**  
**University Assessment Committee Minutes**  
**October 5, 2011**

The University Assessment Committee (UAC) met at 12:00 p.m. on October 5, 2011 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, Diane Fisher, Desmond Fletcher, 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, Stacy Reischman, Chuck Tardy, Fei Xue

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

The following guests were present: Julie Howdeshell, Patrick Browning

1.0 *Call to Order*

The meeting was called to order with Desmond Fletcher, Chair of the UAC, presiding. Mr. Fletcher welcomed new and returning members. With many new members to the committee this year, members introduced themselves and the areas in which they represent.

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 March 30, 2011 and they were approved.

4.0 *Committee Liaison Reports*

Academic Council – No report.

Graduate Council – Fei Xue commented on the March 2011 Graduate Council report of an effort to ensure proposed new courses do not duplicate existing courses and that adequate communication occurs between colleges if any proposed changes in courses or plans of study made in one college affect another college. The Academic Council/Graduate Council guidelines have been updated to include requirements for these types of proposals.

Faculty Senate – No report.

Council of Chairs – Dr. Tardy reported that the CoC will meet 10/6.

GEC – No report.

QEP – Julie Howdeshell reported that the QEP is not planning to collect papers, presentations, and surveys in capstone courses for spring 2012, but that the General Education Committee is planning to continue collection of capstone syllabi and administer the ETS Proficiency Profile. The GEC will provide additional details in the coming months.

Staff Council – No report.

5.0 *Administrative Assessment Template Update*

Kathryn Lowery provided an explanation of the differences in academic and administrative assessment and an update as to changes underway. Last year, there was consensus by the committee that the Weave template was not working well for administrative assessment purposes and a new template was developed. Educational Field Experiences has been piloting the new template. Kathryn Lowery asked administrative assessment representatives to review

the template and provide feedback to her via e-mail. Once the template is finalized, it will be distributed to administrative units so that they can develop assessment plans. Kristi Motter asked about the administrative assessments in relation to the upcoming SACS Fifth Year Interim Report and Ms. Lowery clarified that these are not included in this particular report.

#### 6.0 *Academic Assessment Assignments and Review*

For academic assessment, Kathryn Lowery explained the two-phase review cycle in place. Each college representative will review 11-15 reports and each council representative will review approximately 4 reports in each review cycle. The first review is of a report from outside the reviewer's college. The second review is from within the reviewer's college. Review assignments and instructions for completing the reviews are provided in each member's folder.

One of the new elements this year is that the committee will use Dropbox. The reports and blank rubrics will be provided in the Dropbox folders. The rubric may be completed electronically and saved in Dropbox or may be printed, completed, then scanned and saved to Dropbox.

Previously, there was not a place to review the plan itself on the rubric so that has now been added. Outcomes, measures, and targets are elements of the **Plan**.

For **Findings**, Hattiesburg and Gulf Coast should be separated, face-to-face and online courses should be separated, and sample sizes should be included. Ms. Lowery explained that data should be provided by semester or combined for the AY and noted as combined. An explanation should be provided if a course was offered one semester but not another.

For the **Action Plans** section, new action plans were not required for 10-11 and the lack of new action plans should not count against the rubric score. Programs were asked to review previous action plans in action plan tracking and update the status of each. Action plans from previous years should not still be in the "planned" stage.

For the **Analysis** section, strengths and areas needing continued attention should be discussed.

For the **Annual Report** field, look at all fields and determine if complete.

The Assessment Showcase booklet provides examples of commended reporting fields. If all instructions are followed, 3s and 4s should be marked. For the Overall Assessment, the reviewer should make their assessment of the extent to which the report supports SACS Standard 3.3.1.

In the **Recommendations** section, the reviewer should make note of any typographical errors so that these can be corrected.

First reviews are due November 2<sup>nd</sup>. Second reviews will be due 12/7/11. Additional details for completion of the second review will be provided at the next meeting.

Members were invited to stay after the meeting to review a complete report and walk through the rubric and review process.

#### 7.0 *Meeting Adjourned*

The meeting was adjourned at 12:45. The next meeting is scheduled for November 2, 2011 from noon – 1:00 in TEC 102.