

The University of Southern Mississippi
University Assessment Committee Minutes
November 2, 2011

The University Assessment Committee (UAC) met at 12:00 p.m. on November, 2011 in the Bobby Chain Technology Building (TEC), 102 with Kathryn Lowery, Director of Institutional Effectiveness, and Desmond Fletcher, Chair of the UAC, presiding.

The following voting members were present: Allisa Beck, Kenny Christensen, Diane Fisher, Desmond Fletcher, Stacy Reischman Fletcher, Pam Gibbs, Jeannie Gillespie, Joohee Lee, Kelly Lester, Chris Meyers, Wanda Naylor, Lisa Nored, Gwen Pate, Joe Peyrefitte, Avonelle Pugh, Sheri Rawls (on behalf of Amy Thornton), Jennifer Regan, Beth Richmond, Chuck Tardy, Donna Valestro, Fei Xue

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 Kathryn Lowery, Director of Institutional Effectiveness, on behalf of Desmond Fletcher, Chair of the UAC.

2.0 *Adoption of the Agenda*

Ms. Lowery presented the agenda and it was approved by the UAC membership.

3.0 *Review of the Minutes*

Ms. Lowery presented the minutes from the last meeting held October 5, 2011 and they were approved.

4.0 *Committee Liaison Reports*

Academic Council – Academic Council is beginning the implementation of the curricular and template changes that were approved last year.

Graduate Council – No report.

Faculty Senate – No report.

Council of Chairs – Dr. Tardy shared the UAC policy regarding completion of assessment reports with the Council of Chairs at their last meeting.

GEC – See Academic Council report above.

QEP – The findings from the spring 2011 capstone assessment study were shared and discussed at the October QEP Advisory Board meeting.

Staff Council – No report.

5.0 *Academic Assessment*

Kathryn Lowery provided an update on the first phase of assessment reviews which are now complete. The committee discussed the use of Dropbox and the consensus was that it worked well for UAC members and for the Office of Institutional Effectiveness and will be continued. There was a discussion of the definitions of “met,” “partially met,” and “not met” in meeting target goals. It is appropriate for “partially met” to be marked if there is a two prong target and one of the parts is met. The committee also discussed whether action plans should be

completed every year or every two years. The committee will examine this as part of its agenda for the spring semester.

For the second reviews, UAC members will review reports from within their college. Ms. Lowery discussed the process for the second phase of the reviews. All needed materials will be in the member's Dropbox folder.

6.0 *Administrative Assessment*

Ms. Lowery distributed an updated version of the Administrative Unit Assessment Template and Guidelines. The template and guidelines have been reviewed by administrative members and modified based on the feedback they provided. Under Section B.2, units will include at least one target that represents an acceptable level of accomplishment and, where possible, quality. The committee discussed the reporting cycle for administrative units and it was decided that each administrative unit will choose a due date in conjunction with the academic year, the fiscal year, or the calendar year, as deemed appropriate by that administrative unit. The committee also discussed Section C.2 which asks units where they want to be by 2015. The purpose of this section is for units to address long-term goals.

7.0 *Meeting Adjourned*

The meeting was adjourned at 12:45. The next meeting is scheduled for December 7, 2011 from noon – 1:00 in TEC 102. Second review assessment assignments for academic units are also due on that day.