

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
**University Assessment Committee Meeting**  
**December 1, 2005**  
12:10 pm  
President's Conference Room

**Members Present:**

Mitchell Berman, Patricia Biesiot, Denise Brown, Elizabeth Drummond, Jeffery Evans, Joy Hamilton, David Hunt, Sherry Laughlin, Mary Nell McNeese, Bill Powell, and Kathryn Stringer

**Member Present by Proxy:**

Patricia Biesiot for Jim Henderson

**I. Call to Order**

Patricia Biesiot called the meeting to order at 12:10 p.m.

**II. Assessment Review**

A. Status of the assessment review process.

Committee members noted that some departments reported they did not receive their reviews. Most reviews were hand-delivered and signed for on November 10, 11 and 14. Those that could not be hand-delivered were sent by interdepartmental mail. Departmental chairs and assessment contacts received an e-mail to inform them of the delivery.

B. Suggestions for next year's review.

1. Hold more intensive collaboration meeting/practicum session
2. Employ third reviewer for the plans that have contradicting reviews.
3. Focus on editing grammar, unnecessary jargon, and generic statements.
4. Improve program/degree name consistency and clarity

**III. WEAVEonline**

Mitchell Berman motioned The University of Southern Mississippi implement the assessment tool, WEAVEonline. William Powell seconded the motion. The motion passed with 11 yes votes and 1 yes vote by proxy.

**IV. UAC Bylaws (Draft)**

A. UAC comments on UAC By-Laws (Draft):

1. The committee questioned whether the By-Laws should be called By-Laws or Policies and Procedures. Patricia Biesiot will consult Robert's Rules of Order for the correct terminology.
2. The committee wanted to clarify which UAC members are voting members and which are ex officio. The Director of Institutional Effectiveness and the Assistant to the President for Accreditation Planning, and Articulation were deemed ex officio and all other members are voting members.
3. The committee proposed rewording the following paragraph:

In addition, the President of Faculty Senate and the Chairs of Academic Council and Graduate Council ~~will be invited to participate on the Committee or they may~~

~~designate a Faculty representative from their respective bodies~~ **may appoint a member of those respective bodies to serve as a voting body of the UAC.**

4. The committee questioned whether those appointed by the Faculty Senate, Academic Council, and Graduate Council will also be considered college representatives. It was decided that they were not, because those members are appointed by the respective bodies, not by the College deans. Therefore, these representatives were removed from the UAC rotation table.
5. The committee would like additions to the By-Laws clarifying the percentage of votes necessary to pass a motion and the policy modification process.

B. Patricia Biesiot will update the By-Laws/Policies & Procedures and e-mail the new version to UAC members for approval. If any changes need to be made, members will e-mail comments to Dr. Biesiot and a new updated version will be disseminated via email. The Committee will vote to approve the changes at the first meeting in Spring 2006.

The committee would also like a list of committee members and their college/unit affiliation.

## **V. Adjournment**

### **A. Closing Remarks**

Committee members questioned the Assessment Cycle. As deadlines for submission of Assessment Plans and receipt of reviews now stand, suggested changes often cannot be made until the following academic year. Some members would like to see the cycle complete in June in order to give departments and units adequate time to implement any changes in the Plans before the next academic year. The committee will discuss this issue in the spring.

The committee inquired if IE would provide WEAVEonline data entry training for chairs and directors in the spring.

B. Meeting adjourned at 1:00 p.m.