

**The University of Southern Mississippi**  
**University Assessment Committee Minutes**  
**December 4, 2013**

The University Assessment Committee (UAC) met at 12:00 p.m. on December 4, 2013 in the International Center, Room 318, with Kelly Lester, Chair of the UAC, presiding.

The following voting members were present: Ramesh Bettagere, Deborah Booth, Phil Carlan, Kenny Christensen, Elizabeth Haynes, Ann Marie Kinnell, Michael L. King, Jim Lambers, Joohee Lee, Kelly Lester, Doug Masterson, Peggy McArthur, Lisa Nored, Kathy Pendergrass, Joe Peyrefitte, Jennifer Regan, Chuck Tardy, Yen To, Ellen Weinauer, Ursula Whitehead

The following non-voting members were present: Kathryn Lowery and Bill Powell

The following guests were present: Julie Howdeshell

1.0 *Call to Order, Adoption of the Agenda, and Review of the Minutes*

The meeting was called to order by Kelly Lester, Chair of the UAC. Ms. Lester presented the agenda for the meeting and the minutes from the last meeting. Both were approved by the UAC.

2.0 *Committee Liaison Reports*

GEC – Ann Marie Kinnell

The GEC Assessment Committee (GECAC) has completed its review of the periodic (3-year aggregate) reports for GEC courses in categories GEC 03, 06, and 09. Departments that did not submit reports or that submitted inadequate reports will be placed on remediation and required to develop a plan to ensure a successful report next year. The GEC is also taking compliance with assessment reporting into account in reviewing course proposals.

QEP - Julie Howdeshell

The QEP 2016 Call for Topics is still underway with nearly 500 submissions to date. The deadline to submit topics for consideration is December 13, 2013 and everyone is encouraged to participate. The Call for Proposals will begin in January 2014.

3.0 *New Business*

Discussion on Improvements to Rubrics and Review Process - Phase II

Members were asked for feedback on Phase II of the review process and made the following suggestions:

Provide a greater distinction between inadequate and adequate.

The following “rating” rules of thumb have developed over the years on the academic side:

- “does not support” is for an incomplete report or no report
- “inadequate” is for a complete report that looks as if it was carelessly put together; is missing pertinent pieces; or is a program that has consistently fallen below the bar
- “adequate” is for a good-faith effort; it is apparent assessment is being used properly; or they have dotted all their i’s and crossed all their t’s
- “commended” is for programs that take assessment the extra mile and are able to demonstrate strong examples of continuous improvement

Work through one Review of Reviews together at a UAC meeting.

Remove the option that report should be revised unless they are going to be required to follow-up.

Clearly communicate the repercussions if reports are inadequate or not submitted.

Include members from departments with inadequate reports on the UAC.

Require a meeting with units after two consecutive years of inadequate reports.

Clarify instruction regarding the time span the data covers. (It wasn't always apparent that a full academic year was included. The report should indicate whether the data is from separate semesters or combined.)

Provide tutorials for WEAVE if not already available.

Include examples of what not to do in addition to the best practices provided in the Assessment Showcase.

#### Discussion of Administrative Unit Assessment Policies

At the last meeting, Kathryn Lowery provided a working draft of definitions for the following: 1) administrative support services, 2) educational support services, 3) research within educational mission, and 4) community/public service within educational mission with the goal of determining which units fall into the various categories. Members were asked to review the definitions for discussion at the December meeting. An organizational chart was also provided to aid the discussion.

It was suggested that the President's Office, General Counsel, and Executive Assistant to the President for Administration fall under administrative support and that Special Assistant to the President for Military and Veterans Student Affairs fall under educational support services. Recommendations will be provided to the various units and they will be asked for input as to whether that category is the best fit.

#### 6.0 Meeting Adjourned

There being no further business, the meeting was adjourned. Upcoming meetings are scheduled as follows from noon to 1 p.m.:

December 4 – International Center (IC) 318

January 22 – International Center (IC) 318

February 19 – Speaking Center (Cook Library 117)

March 19 – International Center (IC) 318

April 23 – Thad Cochran TBA (Assessment Showcase)