The University Assessment Committee (UAC) met at 12:00 p.m. on February 29, 2012 in the Bobby Chain Technology Building (TEC), 102 with Desmond Fletcher, Chair of the UAC, presiding.

The following voting members were present: Allysa Beck, Kenny Christensen, Diane Fisher, Desmond Fletcher, Stacy Reischman Fletcher, Pam Gibbs, Jeannie Gillespie, Lilian Hill, Ann Marie Kinnell, Joohee Lee, Kelly Lester, Chris Meyers, Kristi Motter, Wanda Naylor, Lisa Nored, Gwen Pate, Joe Peyrefitte, Avonelle Pugh, Jennifer Regan, Chuck Tardy, Amy Thornton, Donna Valestro, and 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 Desmond Fletcher, Chair of the UAC.

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 December 7, 2011 and they were approved.

4.0 Committee Liaison Reports

Academic Council and Graduate Council – A policy regarding credit hours was presented and discussed.
Faculty Senate – No report.
Council of Chairs – No report.
GEC – No report.
QEP – The QEP Impact Report will be submitted in March 2012 with the Fifth-Year Interim Report.
Staff Council – No report.

5.0 Certificate Reporting Guidelines

The following Reporting guidelines were approved:

- Findings, Action Plans, and 2-part Analysis to include Closing the Loop as applicable.
The following revision to the Certificate Policy was approved:

- B. Certificate Programs – IHL maintains the official inventory of USM certificate programs (http://www.mississippi.edu/research/stats.html). The Office of Institutional Research maintains the official inventory of active USM certificate programs (http://www.usm.edu/institutional-research). To be in compliance with SACS-COC Principles of Accreditation policy, all certificate programs in this inventory must assess program-level student learning outcomes in accordance with the Certificate Academic Program Assessment Plan and Reporting Guidelines. UAC Approved 9.30.09

6.0 SACS Report

Dr. Lilian Hill reported that she had reviewed the 3.3.1 report to be submitted as part of the SACS Fifth-Year Interim Report and that Kathryn Lowery had done a masterful job of preparing the report. Dr. Hill noted that the document reflects the history of the University Assessment Committee and that everything included in the report was thoroughly documented. Kathryn Lowery added that the closing the loop sections were especially strong showing that programs are making continuous improvements. Desmond Fletcher suggested highlighting components of the report at the upcoming Assessment Showcase.

7.0 Proposal to UAC to establish Stand-Alone Minor Program Guidelines

The following guidelines were approved as follows:

All stand-alone minors must identify a minimum of two student learning outcomes. Each student learning outcome must be assessed with at least one direct measure.

Stand-Alone Minors programs must assess annually in WEAVE, following program-level calendars.

Stand-Alone Minors program shall follow all other program-level assessment expectations certificate reporting guidelines.

8.0 “Homework Assignments” to improve rubrics and review process

Academic

Suggestions were made for items 1 and 4 of the Academic Rubric (see attached)

Issues:

- Marked “partially met” when not/including action plans if not partially met
  - Kathryn Lowery will add a couple of sentences clarifying these in WEAVE.
- What does “closing the loop” mean?
- How are “strong learning outcomes” defined in the Plan Section of Rubric?
- How should the overall rating be determined?
  - Difference between a “D” and “F”
  - Weighting various components
  - Revise and Resubmit
    - If marked, these should go to the respective dean.
    - Make the smaller box larger.
Administrative

Suggested were made for Administrative Reports Section E2: Closing the Loop (see attached)

The plan and report will be sent to everyone. New rubrics needed.

9.0 Meeting Adjourned

The meeting was adjourned at 1:00 p.m. The next meeting is scheduled for March 28, 2012 from noon – 1:00 in TEC 102. The Assessment Showcase is scheduled for April 25, 2012 in the Thad Cochran Center.