

**The University of Southern Mississippi**  
**University Assessment Committee Minutes**  
**March 19, 2014**

The University Assessment Committee (UAC) met at 12:00 p.m. on March 19, 2014, in the International Center, Room 318, with Kelly Lester, Chair of the UAC, presiding.

The following voting members were present: Ramesh Bettagere, Phil Carlan, Kenny Christensen, Dawn Higdon, Susan Hart, Michael King, Ann Marie Kinnell, Jim Lambers, Kelly Lester, Doug Masterson, Peggy McArthur, Lisa Nored, Kathy Pendergras, Joe Peyrefitte, Avonelle Pugh, Charles Tardy, Yen To, and Ursula Whitehead

The following non-voting members were present: Kathryn Lowery (Director of Institutional Effectiveness) and Bill Powell (Associate Provost)

The following guests were present: Julie Howdeshell (Director of Quality Enhancement) and Patrick Browning (College of Business)

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

Kelly Lester, Chair of the UAC, called the meeting to order and offered one minor change in the agenda (moving the election of chair ahead of suggestions for the showcase). The agenda and minutes were approved by the membership.

*2.0 Committee Liaison Reports*

Academic Council – Dr. Doug Masterson reported that Academic Council has met 3 times since the last UAC meeting. The President and Provost came to the first Academic Council in February to discuss the Student Success Steering Committee recommendations. The Academic Standards committee of Academic Council then reviewed the recommendations related to Academic Council and presented these at the March meeting and they were approved.

QEP - The Topic Selection Task Force received 24 proposals during Phase 2. After review of the proposals, the top 6 will move to the feedback phase. Members of the University community will have the opportunity to provide feedback on the six proposals online and through listening sessions.

Staff Council: Dr. Peggy McArthur thanked the UAC for the opportunity to serve this year and for all she had learned while serving as the Staff Council Representative to UAC.

*3.0 Old Business*

Continued Discussion of University Assessment Committee Policy Regarding Academic Programs' Participation in the University-Wide Assessment Process

After discussion by the UAC, the membership agreed to include the following statement: Programs not achieving at least an adequate rating will follow up with a plan of improvement to the respective Dean and Institutional Effectiveness. The statement will be in the second paragraph as the next to last sentence.

Results of Reviews

Kathryn Lowery reported that the results of the reviews had been shared with all the deans and that she has met with three of the deans and has meetings scheduled with two of the deans. Departments are responding to the sharing of the results to make needed modifications. In addition, the meetings with the deans have provided opportunities to discuss strengthening

administrative assessment. In regards to academic assessment, Kelly Lester will follow-up with an email on behalf of the UAC.

#### Identification of “Inadequate” Ratings and Discussion of Policy to Require Meetings with IE

It was suggested to remove references to the University Priorities Committee (UPC) since the committee no longer exists.

There was discussion of whether the UAC had the authority to require meetings. Dr. Powell noted the UAC could require meetings per approval of the policy by the Provost.

The following wording was recommended:

UAC recommendations for the future are that (1) University Assessment Committee processes be incorporated into the program prioritization processes of the University, and (2) successful completion of assessment documentation be incorporated in performance evaluations of those department chairs, program coordinators, and their respective deans. It is essential to the continued success of the university that assessment data are collected and the results be acted upon for improvement of student learning.

#### 4.0 *New Business*

##### Results of Reviews – Administrative Assessment

Kathryn Lowery reported that 33 administrative assessment reports were reviewed with 17% of these commended and 17% of these inadequate. She also shared the Strategic Planning Timeline and asked Dr. Joe Peyrefitte to give an update on the work of the Strategic Planning Committee. Dr. Peyrefitte shared that the committee had held listening sessions and were conducting SWOT analysis on items for consideration in the Strategic Plan for 2020. Kathryn Lowery shared that an assessment showcase highlighting the work of administrative assessment is being planned for next academic year and will be timed in conjunction with updates on the strategic plan.

##### Election of Chair for 2014-2015

Kelly Lester provided a list of UAC members eligible to serve as chair for 2014-15 based on rotation year and then called for nominations. Dr. Susan Hart was nominated. Dr. Doug Masterson moved to close nominations and the motion was seconded. Dr. Hart was elected chair.

##### Suggestions for the Assessment Showcase

Kelly Lester provided new members with an overview of the Assessment Showcase which includes a welcome by the chair and provost, presentation by the Assessment Star of the Year, presentation of certificates for commended assessment reports, in addition to lunch and door prizes. She asked UAC members to contact her or Kathryn Lowery regarding nominations for the Assessment Star or any other suggestions for the upcoming Assessment Showcase.

#### 5.0 *Meeting Adjourned*

There being no further business, the meeting was adjourned. The next meeting will be the Assessment Showcase, April 23, 2014 in the Thad Cochran Center, Ballroom I.