The University of Southern Mississippi  
University Assessment Committee Minutes  
September 26, 2012

The University Assessment Committee (UAC) met at 12:00 p.m. on September 26, 2012 in the Liberal Arts Building (LAB), 209 with Kelly Lester, Chair of the UAC, presiding.

The following voting members were present: Jewel Adams, Bret Becton, Kenny Christensen, Diane Fisher, Stacy Reischman Fletcher, Anne Marie Kinnell, Joohee Lee, Kelly Lester, Sarah Mangrum, Kristi Motter, Wanda Naylor, Laurie Neelis, Gwen Pate, Avonelle Pugh, Jennifer Regan, Sharon Rouse, Kyna Shelley, Chuck Tardy, Donna Valestro, Ursula Whitehead

The following non-voting members were present: Kathryn Lowery, William Powell

The following guests were present: Patrick Browning, Julie Howdeshell

1.0 Call to Order

The meeting was called to order by Kelly Lester, Chair of the UAC. Members were welcomed to the first meeting of the academic year and introductions made.

2.0 Adoption of the Agenda

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

3.0 Review of the Minutes

Kelly Lester presented the minutes from the last meeting held March 28, 2012 and they were approved. When posted online, the attachments mentioned in the minutes need to be included.

4.0 Committee Liaison Reports

Academic Council – No report.  
Graduate Council – No report.  
Faculty Senate – No report.  
Council of Chairs – No report.  
GEC – No report.  
QEP – Dr. Julie Howdeshell reported that the QEP Impact Report was submitted in March 2012 with the Fifth-Year Interim Report and that positive feedback was received from the SACS Committee in July 2012. Dr. Bill Powell also noted that the reports directly related to the work of the UAC, Institutional Effectiveness, were also accepted without condition.  
Staff Council – No report.

5.0 Update on Stand-Alone Minors

Last year, the UAC approved guidelines related to stand-alone minors and UAC members contacted colleagues regarding active minors. Follow-up on this item will continue in Spring 2013 after the assessment reports are reviewed.

6.0 Administrative Review Schedule and Assignments – Kathryn Lowery

Review of administrative assessment reports will occur in phases beginning with Gulf Coast units followed by selected units in the Provost’s Office. Reports will be available in the electronic folder in Dropbox.
When meeting with administrative units over the summer, Kathryn Lowery, Director of Institutional Effectiveness, encouraged units to provide baseline data. Reviewers of administrative assessment reports are asked to note the need for inclusion of baseline data in the review process.

7.0 **Academic Review Schedule and Assignments – Kathryn Lowery**

UAC Members received instructions, assignments, and the schedule for reviewing academic assessment reports. Ms. Lowery noted that the suggestions made by UAC members from the January 2012 meeting were incorporated in the rubric for this year. She also explained all aspects of the rubric, with special notes on the following:

- A target that was “almost” met does not make it “partially met.” If there were two or more parts of an outcome and only one part was met, then the target would be “partially met.”
- The Assessment Showcase booklets found on the [Institutional Effectiveness website](http://institutionaleffectiveness.usm.edu) include guidelines for and examples of strong outcomes, measure, targets, and closing the loop analysis.
- Reviewers should note whether outcomes and targets are appropriate and reasonable as part of the process.
- The asterisk on the rubric indicates whether findings should be separated by site or mode of delivery.
- Findings should also include sample sizes. Reports should also cover a full academic year. If a course is only offered one time during the academic year, the report should note that.

Kelly Lester asked first-phase reviewers to add comments on the rubrics as it is helpful for the second reviewer to determine the rationale for the scoring.

In submitting the review rubrics, members may complete the rubric online or scan completed rubrics. For paper copies or assistance with scanning of completed rubrics, please contact the Office of Institutional Effectiveness: [ie@usm.edu](mailto:ie@usm.edu).

8.0 **Topics for the Upcoming Academic Year**

Kelly Lester outlined issues that needed to be addressed in the coming year, including

- Amendment of the bylaws given the re-establishment of the College of Nursing
- Amendment of assessment guidelines
- Clarification regarding certificate programs
- The GEC is reviewing computer competency requirements and decisions may effect UAC
- Inclusion of additional fields in WEAVE to support SACS standards associated with 3.3.1, such as Student Achievement, job placement, and retention rates.

9.0 **Meeting Adjourned**

The meeting was adjourned at 1:00 p.m. The next meeting will be November 7, 2012 in LAB 209. First phase reviews are also due by that date.