

## **University Assessment Team Meeting**

November 15, 2018 | 10:00 am

Sanford Hall Conference Room

### **Agenda**

#### *Old business/updates*

- Review/Approve Minutes
- 5<sup>th</sup> Year Interim SACSCOC Report
- 2019 NSSE/FSSE
- Assessment exemption request form
- General Education Assessment
- Report Deadlines

#### *New business*

- Assessment Reports Feedback
- Assessment Handbook
- University Reporting Schedule
- Update Procedures – ACEND example (Pros / Cons)
- Google Team Drive

#### *Next meeting date and time*

#### *Agenda items for next meeting*

#### *Adjournment*

## University Assessment Team Meeting

November 15, 2018 | 10:00 am

Sanford Hall Conference Room

**In Attendance:** A. Thomas, B. de Mayo, K. Kral, H. Sailers, D. Newton, B. Bowen, D. Lewis, J. Drake, A. Welch, C. Jenks, J. Morris

### Agenda

- Review/Approve Minutes from 6/20/18
  - Minutes were approved
- 5<sup>th</sup> Year Interim SACSCOC Report - Jenks
  - Dr. Jenks has established a Google Team Drive for the 5th year report along with a timeline, folder structure, and applicable documents. Teams have been suggested to work on specific standards, and leads have been contacted. Teams will be expected to work on their standards over the next year. Final report is not due until March 16, 2020. However, we want to have everything ready and do not want to wait until the last minute.
- 2019 NSSE/FSSE - Thomas
  - UWG will be participating in NSSE/FSSE again in 2019. Surveys go out February 14, 2019. In 2017 we had a 42% response rate for students and 41% for faculty. We want to increase both response rates this year. 36 prize drawings will occur for students to help increase participation. Amanda and Becky are talking with SGA today.
- Assessment exemption request form - Thomas
  - Two forms have been drafted. One for Academic Programs with external accreditation and one for administrative offices that are smaller in size and scope. Drafts are available on the Google Team Drive. Please login and review, make comments, edits, etc. We will discuss further at the next meeting.
- General Education Assessment
  - Gen Ed Assessment Committee is scheduled to meet on Nov. 29th to begin work on revising the assessment of Gen Ed. Collection of data from 2014-present is currently in taking place. The committee will need to review the available data, assess and report on it, before using the findings to establish a new assessment plan moving forward. One goal is to align the Gen Ed outcomes with the LEAP initiative to avoid a duplication of efforts. Another goal is to have the new assessment plan and process in place for fall 2019.
- Report Deadlines
  - Today (11/15) is the scheduled deadline for many offices to submit their assessment reports, including all of Academic Affairs. There are still several

reports that have not been turned in as of 9:00 am, though they are steadily rolling in.

### *New business*

- Assessment Reports Feedback
  - Administrative units have not had a formal process for receiving feedback on assessment reports. The committee was asked how the feedback should be delivered. The general consensus was to send it to the UAC representative who would then meet with the division VP and filter out to other units. An official form will be created to formalize the process.
- Assessment Handbook
  - Handbook has been “in the works” for at least 3 years. It has been re-opened and a current draft is available on the Google Team Drive. Members are encouraged to review, comment, edit, etc. More discussion at our next meeting.
- University Reporting Schedule
  - With the various reports and deadlines across the institution, there has been a lot of confusion as to when different reports are due, who they go to, why they need to be done, etc. A University Reporting Schedule has been started in the Google Team Drive for the UAC. Members are asked to review, comment, edit, etc. as needed. The idea is that this schedule would be published for all Faculty/Staff to see online. The schedule would be for internal reporting only. Further discussion at our next meeting.
- Update Procedures – ACEND example (Pros / Cons)
  - Many changes have occurred over the last few years related to assessment. The procedures need to reflect these changes and clearly communicate the processes for assessment at UWG. A draft will be started in the Google Team Drive for members to review, comment, edit, etc. We will discuss further at our next meeting.
- Google Team Drive
  - The UAC already had a Google folder. A new Team Drive has been created and all members added.

### **Next meeting date and time**

- January - Amanda will send out Doodle poll for specific date/time

### **Agenda items for next meeting**

- Assessment exemption request forms
- Form for Assessment Reporting Feedback - Administrative Offices
- Assessment Liaisons
- Review of Assessment Handbook
- University Reporting Schedule
- University Assessment Procedures