

University Assessment Team Meeting

March 7, 2019

Sanford Hall Conference Room

Agenda

Old business/updates

- Software search updates / review of Qualtrics feedback

New business

- Review procedures

Next meeting date and time

Agenda items for next meeting

Adjournment

University Assessment Team Meeting

March 7, 2019 | 11:00 AM
Sanford Hall Conference Room

Present

A. Thomas, K. Kral, C. Jenks, D. Lewis, J. Morris, C. Owens, H. Sailers, and R. de Mayo

Absent

B. Bowen, J. Drake, D. Newton, and A. Welch

Approval of Minutes

The minutes of the previous meeting were not reviewed and will be voted on at the next meeting.

Agenda

Old Business/Updates

- Software Search Updates/Review of Qualtrics Feedback
 - Since all software vendor presentations for both FAR and AAMS have concluded, the committee discussed their initial impressions and reviewed the somewhat limited Qualtrics Vendor Feedback Form results, due to low response rates, which tended to be “middle of the road” in terms of satisfaction overall.
 - C. Jenks then gave an overview of the Vendor Budget Meeting held the previous afternoon and included Lisa Elliott Little from Business and Finance, Brian Nichols from ITS, and Lucretia Gibbs from Academic Affairs, among others. The goal of the meeting was to discuss the feasibility of using end of year funds to purchase either an FAR or an AAMS software product. C. Jenks explained that because the cost will be over \$25,000.00, the RFP (Request for Proposal) bid request process might be necessary.
 - Additional discussion by the committee focused on overall cost comparisons, issues involving the increase in yearly fees, extra implementation year expenditures, and the need to be strategic when deciding which product to purchase (FAR vs. AAMS) using this year’s end of year funds.

New Business

- Review Procedure 1.4.1

- The committee began the review by examining the Definitions included in the procedures with the first main point of discussion involving the description of *Administrative Units*. Of particular concern was the reference of the Organizational Charts located in the UWG Fact Book as the deciding factor as to whether or not an administrative unit was required to submit an annual assessment report. A closer examination of the current Fact Book revealed several inconsistencies between units depicted in the Organization Chart and those currently required to submit annual assessment reports. Alternative methods to determine which units should be required to submit assessment reports were considered and included the use of budget lines, the number of personnel per unit, and by functions. The idea that the reports from smaller units could be rolled-up into larger Divisional Reports, especially once an AAMS software was in place, was also suggested.
- After much discussion, it was ultimately decided that the definition of *Administrative Units* should be left as it currently stands.

Next Meeting

- The next meeting will be in April 2019. A. Thomas will send out a Doodle Poll to determine the exact date and time.
- In the meantime, any updates related to software selection and purchase will be sent to committee members via email.

Agenda Items for Next Meeting

- Continue Review of Procedure 1.4.1

Adjournment

Meeting was adjourned at 11:52 am.