

## **University Assessment Team Meeting**

April 16, 2019

Sanford Hall Conference Room

### **Agenda**

*Review and approval of minutes from 2/11/19 and 3/7/19*

*Old business/updates*

- Software search updates - C. Jenks
- Fifth Year Interim Report Updates - C. Jenks

*New business*

- Continue review procedures - A. Thomas

*Next meeting date and time*

*Agenda items for next meeting*

*Adjournment*

## University Assessment Team Meeting

April 16, 2019 | 11:00 AM  
Mandeville Conference Room

### Present

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

### Absent

B. Bowen

### Approval of Minutes

- The minutes from the two previous meetings held on 2/11/19 and 3/7/19 were reviewed and unanimously approved.

### Agenda

#### *Old Business/Updates*

- Software Search Updates - C. Jenks
  - Xitracs is the AAMS decided upon, and Lisa Elliott has begun the vendor purchasing process. Two critical factors in choosing Xitracs include the saving of over \$50,000.00 over the next five years compared to other products under consideration and the information gathered via teleconference with UGA about their satisfaction using Xitracs for their SACSCOC Fifth-Year Interim Report as well as their intended use of Xitracs for their Reaffirmation.
  - The FAR software is narrowed down to two products: Digital Measures and Interfolio. Both of these products are still under consideration, and the price will likely be the driving factor in the final decision.
  - The plan for the purchasing of both products is still to use end-of-year funds.
- Fifth-Year Interim Report Updates - C. Jenks
  - Dr. Jenks updated the committee on the progress of the SACSCOC Fifth-Year Interim Report to date stating that the Faculty Senate volunteers are working on it section by section.
  - Some concerns highlighted include the importance of making all necessary catalog revisions for Fall 2019, the amount of outdated information contained in the most recent version of the Faculty Handbook, and the difficulty locating current information commonly searched for

using the UWG website's search functionality as well as the need to tag website items correctly.

- 2019 NSSE/FSSE Updates - A. Thomas
  - The NSSE response rate is at 25.7% with the stretch goal set at 45.0%. However, at this point, a 30.0% response rate would be extremely satisfactory.
  - To try to increase student participation UWG Social Media outlets have been contacted and preparations for final email reminders to both students and faculty are in progress. The official close date for the 2019 NSSE administration is May 15.
  - The FSSE response rate has surpassed the goal of 40.0% and currently stands at 42.7%. The official close date for the 2019 FSSE administration is May 9.
- General Education Assessment Committee Process Update - A. Thomas
  - The Core Area first draft reports have been submitted by committee members and are under review. The committee will be working over the summer on a revised plan for General Education assessment going forward with a pilot group set to being Fall 2019.

#### *New Business*

- Continue Review of Procedure 1.4.1 - A. Thomas
  - The committee resumed the review of Procedure 1.4.1 with Section A. Definitions. Modifications were made to the names and definitions of several items including **Assessment Timeline**, ~~Academic Program~~ **Operational Outcomes**, ~~Academic Program~~ **Student Learning Outcomes**, and **Success Criteria**.
  - The **Key Performance Indicators** definition was eliminated since KPIs do not typically reflect units' primary functions, but rather goals are the more accurate indicators of progress/success while outcomes assist units in achieving goals.
  - Changes were also made to Section B. Procedures for Annual Assessment, General Information where **Item 1.a** was expanded to emphasize key stakeholders' responsibility and accountability for the annual assessment process.

#### **Next Meeting**

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

**Agenda Items for Next Meeting**

- Continue Review of Procedure 1.4.1

**Adjournment**

- Meeting was adjourned at 11:52 am.