University Assessment Team Meeting

February 11, 2019

Sanford Hall Conference Room

Agenda

- Review and approval of minutes

- Introduction of new committee member

- Committee member responsibilities

Old business/updates

- General Education Assessment Update

- NSSE/FSSE Update

- Software Presentations:

  - Interfolio (FAR) - Completed

  - Taskstream by Watermark (AAMS) - Completed

  - Digital Measures by Watermark (FAR) - 2/13 at 11am, Campus Center 108.1

  - Xiatracs (AAMS) - 2/27 at 11am, Campus Center 108.4

- Administrative Unit Exemption Form Revisions

- Academic Program Exemption Form Revisions

New business

- Procedure 1.4.1 Review - prep for next meeting

Next meeting date and time

Agenda items for next meeting

Adjournment

February 11, 2019 | 11:00 AM
Sanford Hall Conference Room

Present
A. Thomas, B. Bowen, C. Jenks, D. Lewis, J. Morris, D. Newton, C. Owens, A. Welch, and R. de Mayo

Absent
J. Drake, K. Kral, and H. Sailers

Approval of Minutes
The minutes of the previous meeting were unanimously approved as distributed.

Agenda
Introduction of New Committee Member

- Courtney Owens from the Department of Internal Audit was introduced and welcomed as the new representative for the President's Division. It was also noted that Dr. Melanie McClellan would no longer serve on the committee as she felt that a full-time employee would be in a better position to contribute to the meaningful work being done by the UAC.

Committee Member Responsibilities

- The responsibilities of all members serving on the committee were reviewed. Particular emphasis was placed on the need for representatives to be the main point of contact for their Division/the Faculty Senate, their role in helping to collect annual assessment reports by the appointed deadlines, and to help improve and transform assessment processes across the University for the purposes of continuous improvement.

Old Business/Updates

- General Education Assessment Update
  - A. Thomas and D. Newton gave brief updates on the progress of the General Education Assessment Committee. These included the completion of data collection for most areas with the possible exception of Core Area C (Science and Mathematics), the end of May as the final

Summary Report deadline, and the implementation of a new general education assessment process by Fall Semester 2019.

- NSSE/FSSE Update
  - The official launch of the 2019 NSSE administration on Thursday, February 14 was announced and an overview of this year's marketing was reviewed including the distribution of posters, table tents, and yard signs, the use of CourseDen and digital signage announcements, and Banweb pop-up alerts. The Response Rate "stretch goal" has been set at 45%.
  - A. Thomas also reported on the generous swag donations from various departments across campus and that there will be a total of 36 drawings occurring every Tuesday and Thursday equaling four drawings per week.
  - In addition, promotion of the faculty version of the survey, the FSSE, is in progress and will launch on Tuesday, March 26.
- Software Presentations
  - A. Thomas reminded the committee about the upcoming vendor presentations for both Faculty Activity Reporting (FAR) and Accreditation and Assessment Management Systems (AAMS).
  - One area of particular concern is the inability of current systems to display trend data across multiple years, as is the current practice for many administrative units and academic programs through the use Excel spreadsheets.
  - Upcoming and Completed Software Presentations:
    - Interfolio (FAR) - Completed
    - Taskstream by Watermark (AAMS) - Completed
    - Digital Measures by Watermark (FAR) - 2/13 at 11:00 am, Campus Center 108.1
    - Xiatracs (AAMS) - 2/27 at 11:00 am, Campus Center 108.4
- Academic Program Exemption Form Revisions
  - Discussion regarding the finalization of the Academic Program Exemption Form began with how often programs with external accrediting bodies should be required to submit proof/letter of good standing to the UAC. Several questions were raised by committee members regarding the exemption form including:
    - Will programs with exemption status still be required to submit data annually to the UAC regardless of format?

- Will exemption status also preclude programs from the annual peer review process and/or submission of the UWG assessment report "template"?
- How can the committee ensure the quality of assessment given that certain external accrediting bodies' tend to emphasize faculty activities and other criteria rather than focusing on student learning outcomes per se?
- Can the mapping process required by the exemption form be revised to adequately address some of the committees' outstanding concerns?
- Will programs with exemption status still be required to enter information into the new AAMS and if so, in what format?
  - o The committee ultimately decided to table the Academic Program Exemption Form for now.
- Administrative Unit Exemption Form Revisions
  - o Issues related to use of the Administrative Unit Exemption Form seem to stem, in part, from a lack of clarity regarding the definition of an Administrative Unit.
  - o Discussion resulted in the agreement that having a budget line is not a suitable way to identify units required to submit annual assessment reports. Instead, the suggestion to group units by functional areas seems more appropriate.
  - o Since the committee could not reach a decision about how to define a unit, the decision was made to revise Procedure 1.4.1 instead of continuing to work on the exemption form. The committee can revisit the form later.

New Business
- Procedure 1.4.1 Review and Preparations for Next Meeting
  - o The need for revisions and updates to Procedure 1.4.1 were discussed with the focus shifting away from using external accreditation to determine which units should be required to participate in the annual assessment process to the definitions and language used in the Procedures. It was agreed that whatever the revised process added to the procedures were, they needed to be applied across all divisions.
  - o Committee members also agreed that there was a disconnect between the creation of new administrative units and notification of these changes campus-wide. C. Jenks highlighted the expectation of SACSCOC that all organizational charts be kept up-to-date and posted on the University's website.

- It was also noted that many of the new offices and centers being created are treated as stand-alone units when they are more analogous to new functional areas that operate as part of larger, already established units. These functional areas' annual assessments could then be "rolled-up" and incorporated into the larger units' final reports.
- Prior to the next meeting, committee members were asked to review Procedure 1.4.1 and make comments, notes, etc. via the Google Team Drive.

Next Meeting
- The next meeting will be during the first week of March 2019. A. Thomas will send out a Doodle Poll to determine the exact date and time.

Agenda Items for Next Meeting
- Review of Procedure 1.4.1
- FAR and AAMS Software Recommendations (in anticipation of March 8 end of year funding deadline)

Adjournment

Meeting was adjourned at 11:55 am.