



**University Assessment Committee**  
Meeting Minutes

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**Date:** April 18, 2012

**Time:** 2:30 – 3:30 PM

**Location:** West Hall 118 – Hall of Fame Board Room

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The meeting of the University Assessment Committee (UAC) was called to order on Wednesday, April 18 at 2:30 pm by Dr. Michael Black (Chair).

**Members present:** Dr. Michael Black (Chair), Dr. Bryon Brown, Mrs. Melinda Cutchens, Dr. Ray Elson, Mr. James Holland, Mr. Stanley Jones, Dr. Hanae Kanno, Dr. Jane Kinney (Ex Officio), Dr. Lynn Minor and Mr. Shawn Phippen

**Members absent:** Dr. Christy Coons-Yates, Mrs. Deborah Davis, Dr. Colette Drouillard, Dr. Peggy Moch, Dr. Deborah Robson, and Mr. John Trombetta

**Others present:** Mr. Barrie Fitzgerald and Ms. Pat Rozier

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**Approval of minutes** – The minutes of the March 21, 2012 meeting were distributed. With no changes to be made, a motion to accept was made, seconded, and unanimously approved.

Dr. Black updated the committee about assessment activities. Strategic Research and Analysis staff members have helped with Quality Enhancement Plan assessment by conducting four focus groups. The results of the focus group will be provided to the QEP Coordinator who will use them to author the QEP Impact Report.

Several UAC members also participate on the General Education Council; ideas from their past meeting were shared with the UAC. A draft university-wide assessment calendar was presented to the UAC for discussion. A consolidated assessment calendar will allow academic administrators to better for plan program review, assessment, and external reaffirmations.

The new Comprehensive Program Review process is currently in the pilot stage. We expect that the new process will be adopted next year. Part of the new CPR process will be an Annual Data Report which will be due from academic departments the Tuesday after Labor Day. The Annual Data Report will contain elements useful for program review and also incorporate institutional effectiveness planning and reporting.

A norming workshop was held using sample Institutional Effectiveness Plans and Reports. The group agreed that the next meeting would focus more intensely on learning to review academic and administrative plans.

**Announcement**

Dr. William McKinney, will assume the position of University President on July 1, 2012. The Planning and Budget Council will be meeting to vote on Strategic Focus proposals on April 27.

With there being no further discussion or business, the meeting was adjourned at 3:39 P.M.