

## Meeting Minutes – March 10, 2017

**Present:** Drs. Ric Berry, Todd Brown, Debbie Pace, Mark Sanders, Christina Sinclair, Louise Stoehr, Courtney Wooten; Mr. Jonathan Helmke, Mr. Scott Shattuck, Ms. Joann Black

Dr. Pace opened the meeting at 3:00.

Approval of Minutes: Minutes from the February 22, 2017, meeting were approved and will be posted on the UASC website.

Updates:

- The group reviewed the proposed meeting schedule for the remainder of the spring semester. There were no recommended changes to the schedule.
- Meeting with provost:
  - Dr. Pace and Mr. Shattuck met with the provost on March 7, 2017, to provide an update from the council. Dr. Pace reported that she had contacted Human Resources (HR) concerning the status of formal job descriptions for the three positions in the Office of Student Learning and Institutional Assessment (OSLIA). HR confirmed that there are job descriptions for both the Assistant Director and the Assessment Specialist positions, but none for the director since that position had originally been filled by a faculty workload reassignment. After additional discussion, the provost stated that he would like to postpone a search for a director.
  - Additional discussion referenced both the presentation by Texas Woman's University (TWU) at the October Assessment Conference and the handout distributed last year by Dr. Bullard, *Faculty Engagement in Learning Outcomes Assessment*. Several related ideas were considered.
  - Dr. Bullard expressed appreciation for the council's work and requested additional recommendations regarding articulation of a vision for assessment at SFA and for additional changes designed to improve assessment processes and culture at SFA.

General Discussion:

- Dr. Berry provided background information on the original structure of the OSLIA and the importance of having a strong faculty perspective in the leadership of academic assessment. Council members agreed that there should be a strong faculty presence in the leadership of assessment at SFA and in the OSLIA office.
- The handout, *Faculty Engagement in Learning Outcomes Assessment*, was distributed and the council discussed several related topics cited as important to promoting faculty engagement.
- It was noted that with the SACS 5<sup>th</sup> year report almost complete, this is a good time to make changes to our assessment processes. Having assisted with the editing process for this report, Dr. Sanders added that he believes recommendations from the UASC could support improved efficiency in future reporting.

Next Steps:

- Council members will review the assessment handout, the TWU presentations posted on the UASC website, input provided by the OSLIA staff and any other resources that may be helpful in preparation for recommending changes to our current assessment structure and processes. The council will discuss ideas for future direction at the next meeting.
- The council agreed that the goal is to have formal recommendations by the end of the spring semester.

Other items: The next scheduled meeting will be March 29, 2017.

Meeting adjourned at 4:00 p.m.