

DRAFT: Meeting Minutes – October 13, 2017

Present: Drs. Ric Berry, Todd Brown, Debbie Pace, Mark Sanders, Christina Sinclair, Courtney Wooten; Mr. John Calahan (guest), Mr. Scott Shattuck, Ms. Joann Black.

Dr. Pace opened the meeting at 3:30pm.

Approval of Minutes: Minutes from the September 19, 2017, and October 6, 2017, meetings were approved and will be posted on the UASC website.

Discussion:

- Dr. Pace mentioned the council's guiding principles and noted that although the document is still marked *draft* it has been approved by the provost. It was stated that these principles were written for the University Assessment Steering Council but they could be used as guiding principles for university-wide assessment efforts.
- Mr. Calahan suggested that the council members join the Association for the Assessment of Learning in Higher Education (AALHE) list-serve. He noted that SFA is not the only institution challenged with push back and buy-in issues related to assessment. Mr. Calahan also suggested that the council consider changing its name to remove *assessment* and possibly replace it with *effectiveness*.
 - It was noted that changing the name of the council could give the council a broader focus, including advocating for and making recommendations for programmatic effectiveness.
- In discussions related to the council's focus, Mr. Calahan noted that he works not only with academic affairs but with all units on campus. The council briefly considered the possibility of expanding council membership to units outside academic affairs. However, Dr. Berry added that if this council reports to the provost then its focus should remain on academic affairs and be represented that way. Those present agreed.
- Mr. Calahan reported that he and Dr. Paul Henley have met with numerous departments, both academic and staff units, and they have received mixed responses. Mr. Calahan noted that the programs that have rigorous external accrediting bodies have added challenges of addressing all requirements associated with continuous improvement.
- Dr. Pace mentioned that at the last meeting Dr. Matt McBroom asked for examples of "good" reports. Mr. Calahan stated that he understands why faculty would find such examples helpful and that Dr. Henley is working on that. However, he believes that in order to get a good example, greater detail is needed regarding the specific problem to be addressed.
- There was brief discussion about the Quality Enhancement Plan (QEP).
- The council discussed the proposed faculty fellow positions. Mr. Calahan agreed that the positions could be beneficial if the "right people are there for the right reasons." It would be beneficial to have faculty who have experienced various challenges of assessment who can provide assistance to other departments. He also stated that in some instances it could be beneficial to have someone that is not as familiar as others with the process, realizing

that there would be a learning curve. Job descriptions for the faculty fellows still need to be established.

- Dr. Berry questioned if the fellow positions would benefit Mr. Calahan as far as support for his office. Mr. Calahan stated that it would be helpful, allowing him to better balance his time between work on assessment and space utilization responsibilities.
- The council entertained brief discussion of the status of LiveText.

Action Steps:

- Dr. Pace will send Mr. Calahan the information gathered from TWU regarding their faculty fellow positions.
- Dr. Pace will communicate with Mr. Calahan and other council members who are attending the December SACS Conference in an effort to provide some coordination on session attendance.
- The council will communicate via email regarding suggestions for name change.
- The next council meeting is planned for mid-November before the Thanksgiving break.

The meeting was adjourned at 4:45pm.