

Meeting Minutes – September 19, 2017

Present: *Drs. Ric Berry, Todd Brown, Matthew McBroom, 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 12:30pm.

Approval of Minutes: Minutes from the August 18, 2017, meeting were approved and will be posted on the UASC website.

Discussion:

- Dr. Pace shared an updated draft of the Guiding Principles of the University Assessment Steering Council (UASC) and noted the revisions changing “evidence-driven improvement” to “evidence-informed improvement”.
- Most council members confirmed that they were aware of the recent meetings that the Interim Director and Assistant Director of OSLIA are conducting with each of the college deans, department chairs and assessment coordinators.
- Mr. Helmke distributed information that he received from Dr. Terry Senne, Director of Academic Assessment at Texas Woman’s University (TWU), related to their faculty fellows program. He noted that the academic assessment faculty fellows at TWU have no official job description and they do not currently receive a stipend. The fellows receive reassigned time for their project based work with the academic assessment office. Mr. Helmke added that there is an application process in place at TWU for faculty who are interested in becoming a faculty fellow. The process includes completion of an application and submission of a letter of intent, a curriculum vitae, and two letters of recommendation. Mr. Helmke also visited with SFA’s Center for Teaching and Learning staff and was informed that this office no longer has faculty fellow positions.
- Dr. Pace noted that the deadline for entering 2016-2017 assessment reports has moved from October 15 to November 1.
- The council agreed that in order to move forward and effectively fulfill their advisory role, direct and regular communication with the OSLIA is essential.

Next steps:

- After confirming with the provost his intent to maintain current staffing in the OSLIA, Dr. Pace will contact Mr. Calahan to schedule a meeting with the council.
- Dr. Pace will also submit the final version of the Guiding Principles document to the provost for his review and comment.
- The group discussed proposed days and times for future meetings. Thursdays or Fridays at 3:30pm were the most viable options.

The meeting was adjourned at 1:15pm.