

**University Assessment Steering Council
Meeting Minutes – September 20, 2017**

Present: Drs. Todd Brown, Matthew McBroom, Debbie Pace, Pauline Sampson, Christina Sinclair, Owen Smith, Louise Stoehr; Mr. Jonathan Helmke, Mr. Scott Shattuck.

Guests: Dr. Lesa Beverly and Mr. John Calahan

Dr. Pace opened the meeting at 2:30pm.

Introductions and opening remarks

- Dr. Pace introduced new committee members of the University Assessment Steering Council (UASC). Dr. Owen Smith is replacing Dr. Courtney Wooten as representative from the College of Liberal and Applied Arts, and Dr. Lesa Beverly is replacing Dr. Mark Sanders, representative from Chairs' Forum.
- Dr. Pace reminded committee members that minutes from the March 2018 meeting were approved via email and are posted on the UASC website. She also summarized the major accomplishments of the council from last year, completion of the Guiding Principles and a draft proposal for utilizing faculty fellows to support assessment efforts of the university.

SACSCOC Principles of Accreditation

- Mr. John Calahan provided the council with a summary of major changes in the most recent edition of the SACSCOC *Principles of Accreditation*. He noted that these changes will require that the university assess major initiatives of our various administrative and academic support units. The existing structure in Nuventive Improve (previously Tracdat) housing inactive "Educ" and "Admin" reports can be utilized to initiate these protocols with prior objectives modified as needed.
- Mr. Calahan also outlined the process for developing our QEP for the next ten year review. He responded to specific questions of council members and reiterated the availability of staff from his office to assist with revising or developing new assessment plans. On the topic of support from faculty fellows, Mr. Calahan responded that faculty fellows might prove helpful in support of the QEP initiative once the focus of that effort has been determined.

Other discussion

- The council briefly discussed the Guiding Principles document and affirmed the principles as outlined. Members agreed to share that document broadly and emphasize the foundational goals of *evidence-informed improvement, engagement, effectiveness* and *efficiency* in all aspects of university assessment processes.

- Discussion of the meeting schedule and future role of the UASC centered primarily on communication. Members noted that changes in the assessment protocol may motivate questions/concerns from faculty that could be addressed with support from the council. Members agreed that it would be important for council members to share information directly with the constituents that they represent and to bring back to the council any questions that arise.
- Specific suggestions included:
 - Encouraging more direct communication from the Office of Student Learning and Institutional Effectiveness, and
 - Meeting as a council as needs arise rather than on a regular schedule.

Next steps

- Dr. Pace will schedule brief meeting with Dr. Bullard and Dr. Guidry to discuss the year's agenda. As schedules allow, one other member of the UASC will also attend this meeting.

The meeting was adjourned at 3:30pm.