

University Assessment Steering Council
May 12, 2016
Minutes

Present: Dr. Todd Brown, Dr. Anjum Najmi, Dr. Jannah S. Nerren, Dr. Deborah Pace, Dr. Louise Stoehr, Dr. Robert Szafran, Dr. Richard Berry, Dr. Mark Sanders, Dr. Hans Williams

The meeting began at 2:00pm.

April 15, 2016 Minutes:

- Minutes were approved with minor edits.
- Dr. Nerren will add the minutes to the UASC website.

Dr. Bullard's response to recommendations of the University Assessment Steering Council (UASC):

- Dr. Nerren reported on her meeting with Dr. Bullard.
- In response to Dr. Bullard's invitation to include one or two members of the UASC in future meetings with personnel from his office and the Office of Student Learning and Institutional Assessment, (OSLIA), Dr. Todd Brown attended this meeting with Dr. Nerren.
- The first recommendation of the UASC to "eliminate all Educational Support Unit Assessment Reports for department chairs" was approved by Dr. Bullard for the 2016-2017 academic year. Data collection for the 2015-2016 academic year is in progress and will be included for the SACS 5th year report, so these departmental reports are to be completed as scheduled in October 2016 for the current academic year. In addition, any reports that are currently overdue must be submitted soon. Dr. Bullard will discuss specifics at the Dean's Council meeting on May 18 and deans will be asked to communicate with any departments/programs that have overdue or incomplete reports. The UASC also briefly discussed the need to give thought over the summer to how best to transition information in these reports; departments may choose to move some of the current reporting to either the program or dean levels. The council agreed to meet over the summer when members are available to consider some possible options.
- The second recommendation of the UASC to "eliminate the annual department chair reports and the deans' internal reports" was accepted effective immediately. Dr. Bullard's response to this recommendation also noted that in view of the university's new strategic plan, there will be a realignment of some of the key steps in assessment to address institutional effectiveness in SACS areas 2.5 and 3.3.1.3-5. Dr. Bullard indicated that this process will be done by aligning assessment with recommendations from strategic planning teams.

SACSCOC Summer Institute:

- Two members of the UASC, Dr. Brown and Dr. Najmi, indicated interest in attending the SACSCOC Summer Institute with financial support from the office of the provost. However, Dr. Bullard's office can only provide funding for one attendee.
- Dr. Brown and Dr. Najmi will check their respective department resources to see if they can combine support from their departments and the provost to fund their travel to this conference.

Proposed Fall 2016 Assessment Workshop:

- Dr. Szafran reported on his meeting with Dr. Bullard and Dr. Pace concerning the day-long assessment workshop proposed for September 2016. As outlined in the handout provided by Dr. Szafran, the primary purpose of this workshop is to acquaint the UASC with the range of assessment approaches being used in Texas. Presenters would be asked to explain their process for core, program, and other levels of academic assessment and how their approach has been evaluated by SACS and the Texas Higher Education Coordinating Board (THECB). Dr. Bullard would also like for them to comment on any experience with the SACS 5th year reports.
- The plan proposes inviting three to four Texas public institutions that have different and approved assessment plans. Presenters should have sufficient knowledge to explain how assessment is done at their institutions and be able to note both their successes and failures. Funding for the conference would cover travel, lodging and meals for presenters as well as coffee, juice, and lunch for presenters, UASC members, the provost and others to be determined. Deans, chairs and directors may invite interested faculty to participate in the workshop, with RSVPs requested in order to schedule facilities appropriately.
- Members of the UASC were asked to send recommendations to Dr. Szafran for possible institutions to be invited. If additional information about Texas institutions is acquired by attendees at the SACSCOC Summer Institute, they may also forward those recommendations to Dr. Szafran for consideration.
- Council members agreed that invitations for presentations should be made by the provost.

UASC website:

- Council members briefly discussed the new website.
- Questions were specifically raised about the functionality of the suggestion box as it was unclear whether or not it is working properly. Dr. Nerren will do additional investigation.

Core Assessment:

- Some council members reported receiving questions about the current plan for assessing core objectives at the senior level. Council members noted that although the UASC does not have oversight of the Core Assessment

Committee, one of the objectives of this council is to facilitate effective communication about assessment. The council agreed that it might be helpful to have the co-chairs of the committee, Dr. Larry King and Dr. Perry Moon, speak directly to council members to explain the current plan as well as any possible changes under discussion.

- Dr. Nerren will contact Dr. King and Dr. Moon and invite them to speak to the council.

Inactivation of Administrative Support Unit Report for the Piney Woods Area Health Education Center (AHEC):

- The Piney Woods AHEC is a non-profit organization that is sponsored by SFA but which reports to the Texas AHEC East program office in Galveston, Texas. Various activities of the Piney Woods AHEC are approved through the dean of the College of Sciences and Mathematics (COSM); when the current assessment reporting structure was developed, the Piney Woods AHEC was designated as an Administrative Support Unit within the COSM and was required to submit these annual reports.
- Dr. Pace explained that because the goals and activities of the group are set outside of the university, she had contacted the OSLIA in Fall 2015 about inactivating the Administrative Support Unit Report for the Piney Woods AHEC. At that time Dr. King indicated support for this proposal but suggested that the request be presented to the UASC for formal approval. The UASC considered and approved this request.

Action Steps for next meeting:

- Dr. Nerren will post the April minutes to the website and will contact the co-chairs of the CCAC about attending the June UASC meeting.
- Dr. Szafran will contact Dr. King to see if he has suggestions of institutions for the council to consider as presenters in the fall assessment workshop.
- Dr. Nerren will investigate the functionality of the suggestion box on the UASC website.
- Council members will send Dr. Szafran recommendations of institutions to be considered for the September assessment workshop.
- Dr. Nerren will contact Dr. King and Dr. Moon and invite them to speak to the council.
- Dr. Pace will communicate with the OSLIA requesting inactivation in TracDat of the Administrative Support Unit Report for AHEC.

The meeting adjourned at 3:12pm.