

University Assessment Team Meeting

January 14, 2019 | 11:00 am

Sanford Hall Conference Room

Agenda

Old business/updates

- Review and approval of minutes
- Assessment exemption request forms
- Administrative Assessment reports feedback form
- University Reporting Schedule

New business

- Vendor presentations
 - Interfolio: Jan 17 at 11:00am
 - Watermark: Feb 6 at 3:00pm
 - Digital Measures: TBD
- Annual list of offices/departments (keeping up with changes)

Next meeting date and time

Agenda items for next meeting

- Review Assessment Handbook
- Assessment Liaisons
- University Assessment Procedures

Adjournment

University Assessment Team Meeting

January 14, 2019 | 11:00 AM
Sanford Hall Conference Room

Present

A. Thomas, C. Jenks, K. Kral, D. Lewis, M. McClellan, J. Morris, D. Newton, H. Sailors, A. Welch, and B. de Mayo

Absent

B. Bowen and J. Drake

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Agenda

Old Business/Updates

- Assessment Report Exemption Request Forms
 - A. Thomas presented an overview of the revised Assessment Report Exemption Request Forms emphasizing the role of UAC to ensure continued compliance with all SACSCOC requirements as well as to adhere to UWG procedures and policies prior to granting any report exemption requests.
 - **Administrative Offices** - Assessment Report Exemption Request Form
 - A. Thomas reviewed SACSCOC Standard 7.3 and the two types of report exemptions: External Accreditation and Useful and Efficient criteria. Discussion regarding examples of External Accreditation exemptions (e.g., University Police) and the possible interpretations of Useful and Efficient criteria (e.g., VP Scorecards, Office of Legal Services) highlighted areas that needed further clarification.
 - The importance of having procedures and policies flexible enough to accommodate offices/departments that require special consideration was also brought forth as a major point of discussion.
 - UAC decided to move forward with the Administrative Offices Report Exemption Request Form pending minor revisions.
 - A few committee members expressed concern with the UWG Policy 1.4: Institutional Assessment and UWG Procedure 1.4.1 Assessment's current 90-day establishment of a proposed assessment plan requirement versus after one year.

- The committee tabled the discussion for the time being but was in agreement that impending revisions of the Procedures should focus on this requirement in particular.
 - **Academic Programs** - Assessment Report Exemption Request Form
 - Overview of SACSCOC Standard 8.2.a was presented particularly in terms of Program Mapping exemption report request requirements.
 - Academic Program report exemptions based on External Accreditation was discussed with multiple questions posed, including the frequency of which the submission of external accreditation compliance documentation would be required (e.g., annually, bi-annually, after every re-accreditation, etc.) or whether the submission of an annual report would still be necessary.
 - UAC decided that the Academic Programs Report Exemption Request Form need further consideration and revisions.
- Administrative Unit Assessment Report Feedback Form
 - A. Thomas reviewed the most recent version of the Administrative Unit Assessment Report Feedback Form, developed using Google Forms and available on the Google UAC Team Drive.
 - General consensus was reached that the form would be very useful in improving Administrative Unit assessment practices and it was decided that feedback reports based on form completions should be sent to UAC Unit Representatives and Vice Presidents for distribution to individual offices/departments.
 - IEA agreed to review and provide feedback using the form for all 2018 Administrative Unit Assessment Reports.

New Business

- Annual List of Offices/Departments
 - A. Thomas discussed the increasing difficulty in keeping up with all of the office/departments changes and the resulting problems it creates related to the annual assessment process.
 - Suggestions as to how best to address this issue were given including when a new office budget line is established, coordination with the Engage West Survey process, the establishment of an annual organizational chart reporting requirement for all administrative units.
- Upcoming Vendor Presentations
 - C. Jenks announced the dates and times of upcoming vendor presentations including *Interfolio* and *Digital Measures* as well as answered general questions concerning different assessment and accreditation management platforms the University is considering for purchase.

Next Meeting

The next meeting will be in February 2019. A. Thomas will send out a Doodle Poll to determine the exact date and time.

Agenda Items for Next Meeting

- Review Assessment Handbook
- Assessment Liaisons
- University Assessment Procedures
- Revisit Assessment Report Exemption Request Forms
- Update on Administrative Unit Assessment Report Feedback

Adjournment

Meeting was adjourned at 12:10 pm.