

## **University Assessment Team Meeting**

June 20, 2018 | 11:00 am

Sanford Hall Conference Room

### **Agenda**

#### *Old business/updates*

- Update on Director of Assessment
- 2018 Academic Peer Review

#### *New business*

- Assessment reports for the following units:
  - University General Counsel
  - Government & External Relations
  - Academic Testing
  - Title IX
- Peer Review of Administrative Units
- Assessment Liaisons – Fall 2018
- New University Advancement representative
- Academic Affairs representative replacement
- Retention schedule of assessment records
- Regularly scheduled meetings? → Calendar to be published on website for admin. Units to have a deadline to submit proposals prior to next UAC meeting

#### *Next meeting date and time*

#### *Agenda items for next meeting*

#### *Adjournment*

**UAC Minutes**  
**June 20, 2018 | 11:00 am**

**Present:** A. Thomas, C. Jenks, D. Lewis, A. Welch, J. Bower, K. Kral, J. Morris, M. Gantner, H. Sailers, M. McClellan

- Amanda Thomas has been hired as the fulltime Director of Assessment
- Holly Sailers, Chief Operations Officer from UA will be taking Jami Bower's position on the committee
- In Spring 2018, the Academic Peer Review was completed again. Amanda shared the rubric used, the final scores for each college, and the Executive Report submitted to the Provost. Overall, programs did really well and showed drastic improvements from last year.
- There are a few units who have not been required to submit assessment reports the couple of years. Amanda posed the question to the committee as to whether or not they should be required to complete the annual reports. After much discussion, the committee agreed that there should be an official form that budgeted units can fill out and request to be exempt from submitting assessment reports, based on size and function of the office. This form would be part of the official procedures. This would need to go to the Cabinet to ensure everyone has the information once completed.
- Discussion was held as to whether or not to implement a Peer Review process for Administrative (non-academic) units. It was decided that SAEM will be the first to implement and assuming everything goes well, can be offered to other divisions. Amanda and Alicia will work together to create a rubric.
- Assessment Liaisons will start this fall term. Each unit will be required to submit at least one name to be the official Assessment Liaison for their office. They will be the main point of contact and assessment "guru." The form is already posted to the IEA website. This too will need to go before the Cabinet, Dean's, and Admin Council to ensure information is disseminated to all units.
- Dr. Gantner will be leaving her position in the Provost office and we will need to fill her position. It was decided to wait until her position has been filled to make a final decision.
- Amanda handed out a presentation that she and Tara Pearson, Records Management Manager, will be presenting multiple times on June 21, on the retention of Assessment Records.
- The committee agreed that there should be a set calendar for when UAC meetings will be held. Amanda will send out a doodle poll asking for feedback on an official schedule.