

University Assessment Committee Meeting Minutes

Date: September 19, 2024, 1:00 – 2:00 PM

Location: MS Teams

Committee Members/Attendees:

Dr. Robert Haight - Chair	Mr. Andrew Arvay	Dr. Rance Berg
Dr. Eric Cheng	Ms. Tiffany Gant	PA Ashley Gentry
Dr. Andrea Gordon	Dr. Lisa Hodge	Mr. Rebel Jones
Dr. Shante Joseph	Dr. Jin Liu	Dr. Charlotte Noble
Ms. Honor Parks	Dr. Ryan Seals	Dr. Misty Smethers
Ms. Elizabeth Speer		
	Ms. Vicki Cleveland – Ex Officio	Ms. Kristina Clark – Ex Officio

- I. Call to Order
 - a. Dr. Robert Haight called the meeting to order at 1:01 PM.
- II. Old Business
 - i. Ms. Clark walked the new spreadsheet for tracking unit assignments for review. Which includes the units, who is assigned, and the date assigned.
 - ii. Ms. Clark also reviewed the timeline for reviews. The question was asked by Dr. Hodge on if they had to be done one per month or if it could more than one per month or if they could skip a month. Ms. Clark clarified stating that November through February is the review period. If schedules are such that you miss a month, that is okay, but all reviews should be completed by the end of February.
 - iii. Ms. Clark reviewed the Assessment Results and Improvement Plans Feedback form.
 - iv. Ms. Clark reviewed a sample report to help the UAC members understand what they would be reviewing.
 - v. The floor was opened for questions:
 1. PA Gentry was concerned about the free text and not using a rubric. Dr. Haight explained that Ms. Clark was still doing the meta-analysis using the rubric and that we are trying to have the UAC evolve into more of a contextual analysis of the report.

2. Dr. Noble asked if members and alternates would be reviewing units. Dr. Haight explained that the UAC does not have alternate members so everyone would be assigned units to review.
 3. Dr. Cheng wanted to know if they would be working together or reviewing individually. Ms. Clark answered that each person would be reviewing individually.
 4. Dr. Cheng also asked that he only be assigned within his area of expertise. It was explained that he could be assigned any unit since we all work together and since it was more high level, area of expertise was not as relevant.
 5. Mr. Jones asked if feedback for the units would include information on who reviewed it. Ms. Clark explained that she would provide a summary of results to the unit and that UAC reviewer names would not be included.
 6. PA Gentry asked that we consider using closed ended questions that were more targeted to what we are looking for and include free response fields when an item was found. Ms. Clark stated that she and Dr. Haight would work to come up with another form and it would be brought back to the committee for further review.
 7. Dr. Haight offered to review a unit and bring back an example to the next meeting.
- c. Adjournment
- i. The meeting was adjourned at 1:50 PM.