



OFFICE OF THE  
PROVOST

## Institutional Effectiveness

### UAC Committee Meeting Minutes

September 15, 2022, 2:00 PM, Incubator Lab Rees-Jones

Present: David Allen, Brianna Edwards, Linda Humphrey, Suzy Lockwood, Lynn Flahive, Ashley Tull, Heather Doyle, Reginald Woolburn, Julie O'Neil, Floyd Wormley, Nicole McDuffie-Rabb, Cindy Savage, Jill Havens

Next meeting: 10/13/22, 2PM, Incubator Lab – Rees-Jones

### Agenda Items

- I. Welcome and introductions
- II. Review the Role and Function
  - a. UAC
  - b. Assessment Ambassadors
- III. Important Dates for 2022-2023
  - a. Report due date
  - b. AA /UAC review timelines
  - c. SACSCOC Onsite Visit
- IV. Academic year transition proposed timeline.

### Discussion

- Roles & Responsibilities
  - Concerns about finding the right people to take on the AA roles
    - Re: 3-year ambassador term - rotating this position every 3 years would mean starting over again in terms of training. Since the learning curve is so steep, maybe this decision could be left up to the individual college
  - Concerns over ownership of assessment duties and establishing a standard yet flexible model. It should be a team effort/shared responsibility where everyone (faculty, coordinators, directors, etc) active and accountable for their required contributions
  - Should we not have a standard operating procedure in place to avoid the learning curve and keep the job standardized, considering the possibility of employee turnovers
- Assessments
  - Going forward, the training will be more focused (undergraduate measures vs. graduate measures etc.)

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- Perhaps program managers and directors should be included in assessment meetings
- SACSCOC future on-site visit (March 6-9 2023)
  - SACSCOC will likely contact IE in November to offer more insight into their visit
  - SACSCOC might want to do individual interviews with committee members
- ACAD Timeline Proposal
  - Long range planning document (once every 3 years)
  - Spring '23 will be the last compressed semester for assessment. For the past two years we were doing yearly assessments but now we'll be moving to academic year
  - SLOs
    - SLOs should be 3-5. Certificates will be 2-3
    - No matter the amount of SLOs, you still have to get them all out in 3 years. Ex: 4 SLOs – 2 in year 1 and 1 each in years 2 and 3.
  - During this time, we will still be doing assessments for new programs
  - It is important to get these reviews right because errors and incompletions were what caused the university to be monitored
- General
  - Deans and provosts need to be made aware of the timeline and expectations or else they could be bombarded with complaints
  - IE is open to meeting with individual colleges to ensure faculty and staff are better informed on assessment guidelines and timelines

## Action Items

- **January 17-CY 2022 Reports due**
- REVIEWS
  - 2 weeks for AA review (**January 18 -February 7**)
    - 1 week for programs to make changes
  - 2 weeks for UAC review. (**February 8 -28**)
    - Extra buffer week for programs to make additional changes or meet with AAs or OIE.
- **March 3 –Final date to fix all 1s**
- **March 6-9 –On Site committee will be on campus**