

The University of Texas at Tyler
University Assessment Committee
October 3, 2014

Committee Members Present:			Committee Members Not Present:		Guest Attendees
Dr. Lou Ann Berman, Chair					Alex Werner
Carrie Clayton	Dr. William Geiger		Dr. Dennis Cali	Dr. Barbara Haas	
Dr. Wes Hickey	Shari Koukl		Dr. Roger Lirely	Dr. Sara McCaslin	
Dr. Doug Ried	Dr. Jason Smee		Ona Tolliver		
Jeanne Standley					

AGENDA ITEM	DISCUSSION	ACTION
Welcome/Introductions	Returning Members – Dr. Dennis Cali, Dr. William Geiger, Dr. Barbara Haas, Shari Koukl, Dr. Roger Lirely, Jeanne Standley, Ona Tolliver New Members – Carrie Clayton, Dr. Wes Hickey, Dr. Sara McCaslin, Dr. Doug Ried	
April 2014 Minutes	April 2014 Minutes reviewed and stand as written.	
UAC Responsibilities <ul style="list-style-type: none"> UAC 2013-14 End of Year Report 2014-15 Action Items 	<ul style="list-style-type: none"> Reviewed 2013-14 End of Year Report Discussed 2014-15 UAC Action Items 	
SACSCOC Fifth Year Interim Report-Status and Update Dr. William Geiger, SACSCOC Liaison	<p>SACSCOC reviews universities and colleges every ten years with a Fifth Year Interim Report (FYIR) on selected Standards and Federal Guidelines along with the QEP Impact Report. The UT Tyler FYIR is in Spring 2016. Dr. Bill Geiger is leading a workgroup as the SACSCOC Liaison. The workgroup is addressing each Standard and Federal Requirement through meetings with personnel and offices who have oversight for related components.</p> <p>Our goal is to provide Mature Data for all degree-granting programs. Mature Data is defined by SACSCOC as a minimum of three years to provide evidence of how students are progressing and attaining academic success in their programs. We are prioritizing assessment results from 2012-13, 2013-14, and 2014-15.</p> <p>Other FYIR efforts currently underway include:</p> <ul style="list-style-type: none"> Verify accuracy of all website, print, SACSCOC, and THECB program information Identify a current list of qualified program coordinators responsible for each program using Faculty 180 Verify that all students have necessary support programs and services that ensure access and promote student success. Student populations in off-campus program sites include the Houston Engineering Center, the Longview University Center, the Palestine Campus and students enrolled in programs that are offered only on-line. 	All UAC members are encouraged to provide assistance in communicating current FYIR efforts with colleagues and participate in collecting documentation as needed through the coming year.
External Peer Reviews <ul style="list-style-type: none"> Peer Review Guidelines and Procedures Handbooks Graduate Academic Programs Colleges and Schools Educational Administrative Units 	The 2014-15 External Peer Review Guidelines and Procedures Handbooks will soon be on the AIE website. UT System requires all Colleges and Schools to conduct external peer review of undergraduate programs focusing on junior student success metrics on a 10 year cycle. Two reviewers from outside the UT System participate in the review. One reviewer is to be a subject matter expert and one reviewer is to have expertise in student success initiatives.	AIE Office – Post updated External Peer Review Guidelines and Procedures Handbooks and Master Calendar to AIE website

<ul style="list-style-type: none"> • 2013-14 Reviews Completed • 2014-15 Reviews Scheduled 	<p>Graduate Program Reviews are required by the Texas Higher Education Coordinating Board on a 10-year cycle using required metrics. Graduate program reviewers must be from outside the state of Texas. UT Tyler conducts external peer review of Academic Success Offices and Programs as well as Student Life & Leadership Offices and Programs on a regular cycle. External Peer reviewers are invited from aspirational peer universities. The AIE Office provides assistance and resources for all peer reviews. The external peer review process, results and improvement plans are integrated into the annual assessment plans.</p>	
<p>2013-14 Assessment Plan Reviews</p>	<p>The AIE Office is updating all assessment plan review rubrics. High Impact Educational Practices have been added to all academic rubrics. The AIE Office will review the assessment plans using the review rubrics and meet with the office or department as needed. The UAC Member Liaisons are requested to provide assistance in collecting and finalizing any assessment information that is not provided and sign the rubric. The appropriate AVP or VP will be the last signature on the rubric indicating completion of the assessment cycle.</p> <ul style="list-style-type: none"> • Academic Departments are requested to update all 2013-14 Assessment Plans by November 21, 2014. • Administration & Educational Administration offices are requested to update all 2013-14 Assessment Plans by October 31, 2014 	<p>Communicate with colleagues about upcoming assessment plan reviews. AIE Office to complete Rubric updates.</p>
<p>2014 Core Curriculum</p>	<p>The Texas 2014 Core Curriculum is being launched this fall semester. All Core Curriculum faculty, including adjunct and Dual Credit faculty, assess the assigned Student Learning Outcomes in the respective Foundational Component Area. UT Tyler option courses are in the Optional Component Area and those courses include assessment related to the corresponding Foundational Component.</p> <p>UT Tyler is a Charter Member of LEAP Texas. The purpose of LEAP Texas is to promote student learning, academic success, and authentic assessment using the Essential Learning Outcomes identified by the American Association of Colleges and Universities (AAC&U).</p>	<p>Update and maintain AIE Website to provide current information on the 2014 Core Curriculum and assessment resources for all faculty and staff.</p>
<p>Announcements</p>	<p>Following discussion and agreement, two subcommittees were formed. The first will make recommendations on ‘generic’ metrics that should be included as part of all Academic Program Outcome assessment measures.</p> <p>The second subcommittee will initiate a campus-wide review of current use of ePortfolios as part of course and/or program assessment; review options for expanding ePortfolio use; and make a recommendation to the UAC at the end of the spring semester.</p> <ul style="list-style-type: none"> • Program Outcomes Subcommittee – Sara McCaslin, Roger Lirely, Wes Hickey & Barb Haas • ePortfolio Subcommittee – Dennis Cali, Doug Ried Ona Tolliver & Jason Smee 	<p>AIE Office to schedule subcommittee meetings.</p>
<p>Next Meeting</p>	<p>1:00 pm, Friday, November 7, 2014 ADM 325</p>	
<p>Adjourn</p>	<p>Adjourned at 2:10p.m.</p>	

Submitted, Sue Gossett

The University of Texas at Tyler
University Assessment Committee
November 7, 2014

Committee Members Present:			Committee Members Not Present:		Guest Attendees
Dr. Lou Ann Berman, Chair					Alex Werner
Dr. Roger Lirely	Dr. Sara McCaslin		Dr. William Geiger	Carrie Clayton	
Dr. Barb Haas	Shari Koukl		Dr. Wes Hickey		
Dr. Doug Ried	Dr. Jason Smee		Jeanne Standley		
Dr. Dennis Cali	Ona Tolliver				

AGENDA ITEM	DISCUSSION	ACTION
Welcome		
Approval of Minutes	October 3, 2014 Minutes reviewed and stand as written.	
Degree Qualifications Profiles	Reviewed and discussed national and state trends toward adopting competency based assessment and profiles.	
Campus Survey Oversight	Considered what, if any, roles the University Assessment Committee should consider in serving as a “Clearinghouse” for campus-wide surveys. The number of survey requests continues to grow each academic year and include surveys created by students. Ona Tolliver suggested that the UAC is an appropriate committee to monitor the number and frequency of surveys being sent to students as well as surveys being sent by students. Ona volunteered to develop a database for tracking purposes. The Institutional Review Board has received a record number of requests by UT Tyler students using surveys in their research and homework.	Lou Ann Berman to discuss survey monitoring and the UAC serving as a clearinghouse for the campus with Provost.
Assessment Rubrics	The 2014-15 Assessment Plan Review Rubrics were distributed and discussed. New Academic, Administrative, and Educational Administrative Rubrics include rubric criterion on Mission Statements, Success Criterion, Assessment Method, and Assessment Schedule. Continuing Academic, Administrative, and Educational Administrative Rubrics focus on updating results and action plans along with support documents and implementation feedback. The goal is to streamline the review process for those units and programs that do not have changes in their outcomes or assessment methods.	Share and explain rubrics with colleagues. Rubrics to be posted on the AIE Website. AIE Office to send copies electronically to each UAC Member along with High Impact Practices Definitions.
Assessment Reviews Process	The AIE Office staff has begun Administrative assessment plan reviews that were due last Friday, October, 31. Educational Administrative assessment plan reviews are scheduled and in progress as well. The Academic assessment plan updates deadline if Friday, November 21. As the AIE Staff need assistance in the assigned area for the UAC Liaison, members will be contacted to assist and to review the plans/rubrics to confirm information is complete. The staff will review all academic plans beginning the following week. Academic Deans are presenting summary College Assessment Reports in the Council of Deans beginning in late January, 2015 to discuss how the college is using assessment results for ongoing curriculum improvements. Spring semester UAC Meetings will be scheduled according to assessment assignments by program or administrative department. Colleagues are invited to attend the area-specific meetings.	Communicate with colleagues about upcoming assessment plan reviews. AIE Office to complete initial reviews working with department directors and chairs. UAC Liaisons will be contacted to review the plans and rubrics before sending the rubrics to the appropriate Dean or AVP/VP. Email AIE Office to for preferred meeting date options.

Assessment Reviewer Roster	The roster for assigned reviews was shared and discussed. UAC Liaisons are assigned areas in their respective colleges and divisions when possible. AIE Staff will assist in all reviews.	Contact AIE Office if any changes are requested.
Announcements	<ul style="list-style-type: none"> • Program Outcomes Subcommittee (Dr. Sara McCaslin, Dr. Roger Lirely, Dr. Wes Hickey & Dr. Barb Haas) – AIE Office will contact members next week to schedule a meeting before the end of the fall semester. • ePortfolio Subcommittee (Dr. Dennis Cali, Dr. Doug Ried Ona Tolliver & Dr. Jason Smee) – Will begin meeting in the spring semester. • Chase Ragland, Londa Jensen, and Alex Werner are presenting at the American College Professional Association national conference in April, 2015. • The Center for Ethics is hosting a brown-bag luncheon on Tuesday, November 11 in BRB 145. 	AIE Office to schedule Program Outcomes Subcommittee meeting this fall and ePortfolio Subcommittee meeting in Spring 2015.
Next Meeting	1:00 pm, Friday, January 23, 2015 ADM 325 Administration Units: Ona Tolliver, Jeanne Standley, Carrie Clayton, Shari Koukl, Dr. Doug Ried	AIE Office will send meeting reminder and agenda in January, 2015
Adjourn	Adjourned at 2:10p.m.	

Submitted: Lou Ann Berman

The University of Texas at Tyler
University Assessment Committee
January 23, 2015

Committee Members Present:			Committee Members Not Present:		Guest Attendees
Dr. Lou Ann Berman, Chair			Dr. Barb Haas	Ona Tolliver	Alex Werner
Jeanne Standley	Shari Koukl		Dr. William Geiger	Carrie Clayton	
			Dr. Wes Hickey	Dr. Roger Lirely	
			Dr. Doug Ried	Dr. Sara McCaslin	
			Dr. Dennis Cali	Dr. Jason Smee	

AGENDA ITEM	DISCUSSION	ACTION
Welcome		
Approval of Minutes	November 7, 2014 Minutes reviewed and stand as written.	
Assessment Review Updates		Post completed rubrics and 4 column reports on blackboard
Carries Clayton & Sue Gossett	Admissions – Completed with all signatures Enrollment Services Center – Completed with all signatures Environmental Health & Safety – Completed with all signature Facilities Planning, Construction & Operations – Completed with all signature Financial Aid – Completed with all signatures Financial Services – Completed with all signatures Human Resources – Completed with all signatures Information Security – Completed with all signatures	

	<p>Institutional Compliance – Completed with all signatures Marketing & Communications – Completed with all signatures Registrar – Completed with all signatures Student Business Services – Completed with all signatures</p>	
Shari Koukl & Sue Gossett	<p>Campus Computing – Need Sherri Whatley’s signature Cowan Center – AIE, Director & UAC liaison signatures Educational Technology Services – Need Scott Marzilli signature Institutional Analysis – Need Sherri Whatley’s signature Instructional Design – Need Sherri Whatley’s signature Network Operations – Need Sherri Whatley’s signature Research & Technology – Need 13-14 results entered into TracDat University Advancement – Need Jerre Iversen’s signature</p>	Continue to get all signatures on rubrics
Jeanne Standley & Alex Werner	<p>Assessment & Institutional Effectiveness – Jeanne will look at for her review Athletics – have made some progress but they are still behind Graduate School – Alecia is meeting with Dr. Geiger to review before finalizing International Programs – still need to contact Teresa Library - Done Longview University Center – Need Van Patterson signature Palestine Campus – Need Susan Harris signature Recreational Sport Program – working on getting information they need & meeting with Bob to make decisions Residence Life – Should be updated by the end of week University Police - Done</p>	Continue to contact directors/coordinators to complete assessment plan for 13-14 results
Ona Tolliver & Ales Werner & Sue Gossett	<p>Campus Activities – Need signatures Career Services – working on documentation all other items are up-to-date Fraternity & Sorority Affairs – Need signatures Judicial Affairs – Should be updated by the end of the week Leadership & Service – Need signatures New Student Programs – Need signatures Parent & Family Programs – deciding to close or keep open Student Access & Resources – Need signatures Student Counseling Center – Need signatures Student Life & Leadership – Need signatures Student Money Management – Need signatures University Center Operations – working on changes and will schedule a meeting to work through Veterans Resource Center – Need signatures Wellness & Prevention – Need signatures</p>	Continue to update assessment plans for 13-14 results to be entered.
Subcommittee Reports:	<ul style="list-style-type: none"> • ePortfolio Subcommittee (Dr. Dennis Cali, Dr. Doug Ried Ona Tolliver & Dr. Jason Smee) Will meet Spring 2015 • Program Outcomes Subcommittee (Dr. Sara McCaslin, Dr. Roger Lirely, Dr. Wes Hickey & Dr. Barb Haas) – Report attached. 	
Announcements	<p>Next Meeting Date Other</p>	
Adjourn	Adjourned at 2:15	

Submitted: Sue Gossett