

**The University of Texas at Tyler
University Assessment Committee**

2012-2013 End of Year Report

Charge 1:

Promote assessment through training and education.

Action Plan	Who	Due Date	Completion Date
1. Provide and share updates on assessment strategies.	UAC Committee & AIE Office	May, 2013	Ongoing
2. Collaborate with department chairs on refined curriculum mapping for graduate programs using new legend.	UAC & AIE Office	May 2013	Ongoing
3. Provide an assessment workshop for campus	AIE Office	December, 2012	Dr. Jo Alice Blondin presented a series of targeted workshops on assessment Oct 12, 2012.
4. Provide a workshop for administrative and education support service units to discuss the use of results from NSSE, Noel-Levitz SSI & ASPS, internal satisfaction surveys for ongoing improvement.	UAC Administrative & Educational Admin Members & AIE Office	December 2012	Student Life & Leadership met with the AIE Office to review and discuss using survey results more effectively on Oct 9, 2012.
5. Provide TracDat orientation sessions at the beginning of each long semester to all new personnel responsible for assessment planning.	AIE Office	February 2013	TracDat Small Group Sessions were held on Sept 13, 2012 & Jan 22, 2013. Individual sessions were provided as requested and needed.
6. Collaborate with the Center for Global Education and the GATE Council to provide workshops on assessment issues for GATE faculty (open to all faculty).	AIE Office	May 2013	A GATE Faculty Inter-Rater Workshop was

			held on Sept 21, 2012 and Dr. Jo Alice Blondin's presentations included a session on GATE assessment October 12, 2012.
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Charge 2:

Communicate the assessment planning and use of results for institutional effectiveness with all areas (academic and administrative).

Action Plan	Who	Due Date	Completion Date
1. Communicate recommendations on Assessment Plans to the campus community.	AIE Office	Ongoing	Ongoing
2. Review and Approve External Review Guidelines for Educational Support Units	UAC Educational Administrative Members & AIE Office	May 2013	Ongoing, (behind schedule for 2012-13 but in the process of scheduling 2013 reviews next fall).

Charge 3:

Assist with the submission of assessment plans and process results.

Action Plan	Who	Due Date	Completion Date
1. Provide support and information on updating or modifying assessment plans for ongoing programs or units using results from the 2011-12 assessment cycle.	UAC Committee	Ongoing	Ongoing
2. Provide support and information on creating assessment plans for new programs or units.	UAC Committee	Ongoing	Ongoing (New: Social Sciences BA Program)

Charge 4:

Conduct the review process of assessment to ensure results are analyzed and used for ongoing improvement.

Action Plan	Who	Due Date	Completion Date
1. Review all assessment plans in academic programs, educational administration and administration units to ensure that a body of evidence demonstrates how results are used for ongoing improvement. Provide feedback to strengthen plans and documentation.	UAC Committee	Ongoing	Ongoing

Charge 5:

Make Recommendations to the Provost regarding results submitted.

Action Plan	Who	Due Date	Completion Date
1. Submit a year-end Committee Report to the Provost on recommendations determined by the committee as ongoing assessment priorities.	UAC Committee/Chair	May 2013	April 29, 2013
2. Submit a year-end Committee Report to the faculty senate if any proposal relates directly to academic and faculty governance.	UAC Chair	May 2013	April 29, 2013
3. Recommendation #1: Expand committee membership to ensure more equitable assignments based on the size of the division or college represented. For example, increase the members representing the College of Arts & Sciences to 3 members; increase the members representing Student Affairs and Enrollment Management to 2. Continue to place the Chair-elect of the Core Curriculum Subcommittee as a member of the UAC.	UAC Committee/Chair		
4. Recommendation #2: Assign the development and ongoing maintenance of the <i>External Peer Review Guidelines & Procedures for Academic Programs</i> and the <i>External Peer Review Guidelines & Procedures for Educational Administrative Units</i> to the University Assessment Committee.	UAC Committee/Chair		
5. Recommendation #3: Assign the development and publication of an annual calendar of campus –wide external and internal surveys and/or standardized tests to faculty, staff and/or students.	UAC Committee/Chair		
6. Recommendation #4: Assign the academic members of the UAC the review and ongoing maintenance of the Guidelines and Criteria for the newly established annual <i>Provost Assessment Awards</i> based on program improvements using assessment results beginning in the 2013-14 AY.	UAC Committee/Chair		