

## Executive Assessment Committee Meeting Minutes

The Executive Assessment Committee was convened on Thursday, February 28, 2019 by Provost Dr. Joe Delap. Members present are listed below along with their title/role as outlined in the Institutional Outcomes Assessment Policy.

In Attendance:

Role/Title	Name
Assistant VP, Academic Affairs	Dr. Ronnie Merritt
Director, Institutional Research	Mr. Jeffrey Guenther
Director, Library	Dr. Katherine Quinnell
Accreditation Liaison	Dr. Jackie Smith
College Deans	Dr. Rosemary Hodges, COE Dr. Stephen Spencer, COAS
COAS Assessment Coordinator	Dr. Bruce Thomas
COB Assessment Coordinator	Prof. Debra Vaughn
COE Assessment Coordinator	Dr. Jameha Gardner
Financial Affairs Representative	Mr. Jonathan Craft, Assist VP, Financial Affairs/Business Manager
Enrollment & Student Services Representative	Mr. Derrek Smith, Director, Student Success Center
University Advancement Representative	Mr. Tim Dempsey, Director, Prospect Management
Information Technology Representative	Ms. Belinda Krigel, CIO/Associate VP, Academic Affairs

Absent:

Role/Title	Name
College Dean	Dr. Kim LaFavor, COB

### Welcome and Charge

Dr. Delap welcomed those present and expressed his appreciation to each member for their participation and support of the University's ongoing assessment process. He stated that assessment and accountability are closely related and are both a very high priority at the State level with issues like performance-based funding. Dr. Delap added that the assessment of student learning remains critical but so does our review and judgement regarding new curricula developments. We must stay ahead of student needs and workforce demands. Athens State University can be a statewide example for assessment and reporting.

Derrek Smith inquired about the performance-based funding criteria. Dr. Delap responded that those criteria have not yet been made available. However, he added, the Alabama Commission on Higher Education is moving in that direction with some of their language. He provided the example of the term "vitality" instead of "viability" now being used by the Commission in post-implementation reports and criteria. They have also extended the post-implementation timeframe from 5 to 7 years. Dr. Delap noted that not all funding will be based on straight numbers but rather just a portion.

### Policy Review

Dr. Jackie Smith distributed the current Institutional Outcomes Assessment policy. The group reviewed the policy and discussed some of the items.

### **Assessment Cycle**

Mr. Jeffrey Guenther distributed a handout depicting the University's assessment cycle and briefly highlighted each stage. There was additional discussion about the new SACSCOC criteria that requires the explanation of assessment thresholds. The group discussed ways to address this new requirement in the existing Assessment Management Online System (AMOS). Belinda Krigel reported that changes to AMOS were not an option based on some dated software and platform requirements. The group agreed that language regarding the new threshold requirement should be included when the call for Annual Assessment Plans goes out so that each area is aware of the need to provide that information.

Dr. Ronnie Merritt noted that the current planning cycle begins before all of the assessment data is available. This meant that some goals to be set using only one semester of data. The group discussed the cycle and how to improve the amount of data available. This topic will be addressed by the Office of Institutional Research and Assessment.

Dr. Rosemary Hodges requested online access to AMOS for Dr. Jameha Gardner and Dr. Timothy Thornton. Mr. Guenther noted the request and stated that access would be granted by the end of the day.

### **Program Review Status**

Dr. Jackie Smith shared some handouts highlighting the information currently available in Blackboard. This information is available to all faculty as they complete their individual preliminary program reviews. Some of the resources available include live links to the University Fact Book, the 2015-2017 Student Achievement Report, student learning outcomes for each undergraduate program, the 2018-2019 University Marketing & Communication Plan, a timeline for the review process, current policies related to program review, and some discussion board threads to gather faculty feedback on these policies and related templates. The group discussed these items briefly.

The next meeting will be called as needed before the end of the Spring semester.

Dr. Delap adjourned the meeting at approximately 2:30 pm.