

## Executive Assessment Committee Meeting Minutes

The Executive Assessment Committee was convened on Thursday, July 16, 2020 by Provost Dr. Joe Delap. In compliance with Governor Ivey's COVID-19 health order, the committee did not meet in person. Members present are listed below along with their title/role as outlined in the Institutional Outcomes Assessment Policy.

### In Attendance:

Role/Title	Name
Provost	Dr. Joe Delap
Director, Institutional Research	Mr. Jeffrey Guenther
Director, Library	Dr. Katherine Quinnell
Accreditation Liaison	Dr. Jackie Smith
College Deans	Dr. Lee Vartanian, COE Dr. Kim LaFavor, COB Dr. Stephen Spencer, COAS
COAS Assessment Coordinator	Dr. Bruce Thomas
COB Assessment Coordinator	Prof. Debra Vaughn
COE Assessment Coordinator	Dr. Jameha Gardner
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
Financial Affairs Representative	Mr. Jonathan Craft, Assist VP, Financial Affairs/Business Manager

### Welcome

Dr. Delap opened the meeting at 9:00 a.m. and welcomed attendees via Zoom.

#### I. Approval of Minutes

Dr. Delap asked for any revisions to meeting minutes from last meeting. No revisions were requested. Dr. Quinnell made a motion to accept the minutes as written. Dr. Spencer seconded the motion. The motion was approved unanimously.

#### II. SACSCOC 2021 Reaffirmation of Accreditation update

Dr. Smith provided a brief update on the institution's reaffirmation of accreditation process. She noted that the Executive Assessment Committee will be instrumental in reviewing Standard 8 and asked members to review the narratives within the next few weeks. These will be forwarded to committee members soon.

#### III. Review of documents that will be included in 8.2.a

##### a. Summary of Action Plan Types

- Mr. Guenther reviewed the handouts provided to the committee including the Codes for Documenting Assessment Results and the Actions Taken Based on Findings documents.

##### b. Summary of Assessment Activities

- Mr. Guenther reviewed the handout depicting the assessment activities and use of results. He noted the different abbreviations and asked the Deans to reach out to any areas that might still be missing assessment reports and action plans.

- The group discussed the standing due date of September 15<sup>th</sup> for Report and Action Plans and Mr. Guenther suggested moving the date to later in the Fall semester. The group discussed that the beginning of the Fall Semester is always busy. Mr. Guenther offered that his office could still turn around the compliance report if all Assessment Reports and Action Plans were submitted by November.

#### **IV. Incomplete Annual Assessment Report items**

##### **a. How to identify in “Summary of Assessment Activities” document**

##### **b. Discussion: Processes or procedures for increasing compliance in future cycles**

- The group continued the discussion of assessment reporting. Mr. Guenther noted that the AMOS reporting system was not always user-friendly. He added that, last year, his office provided “Open Lab” dates/times for individuals to receive assistance with uploading their assessment data/reports.
- Dr. Spencer asked the other two deans how the assessment assignment was handled in their colleges. Dr. LaFavor responded that the COB approached assessment systemically and that while Professor Debra Vaughn leads the college’s assessment efforts, individual program faculty were also involved in gathering and reporting assessment data. Prof. Vaughn receives release time through a non-instructional assignment for assessment.

#### **V. Expanded relationship with Watermark Insights**

- Mr. Guenther explained the need to replace the institution’s internal assessment system. He added that AMOS was currently used to store data and that AMEE was used for the survey functions. Earlier this year, a subset of the Executive Assessment Committee met with two vendors about replacement products. Both vendors, CampusLabs and Watermark Insights, provided presentations to this group on the capabilities of their products. The group recommended that the institution purchase the Watermark Insights product based on the following reasons and this was approved by the President.
  - ✓ Reduced time to input annual assessment results
  - ✓ ePortfolio scores and data will automatically update into annual assessment reports
  - ✓ Student achievement of learning outcomes will be tracked and calculated in real time
  - ✓ Product offered more utility for less cost
- The group discussed an implementation timeline. The consensus was to aim for Fall of the 2021-2022 academic year for implementation.

#### **VI. Next Meeting**

##### **a. Identification of optimal meeting date and time**

- The group discussed next meeting dates. While it will be between semesters, the group will work to meet again August 13<sup>th</sup>.

##### **b. Tentative items of business**

- Review Institutional Outcomes Assessment Policy
  - Review Institutional Outcomes Assessment Procedures and Guidelines
  - Review of Institutional Learning Goals and KSAs
- Mr. Guenther asked that the team review these three documents with particular attention to the Institutional Learning Goals and KSAs assessed in the Graduating Student Exit Survey. He will share these items with the team. The group agreed that the preference was to link the GSES questions to the Institutional Learning Goals.

Dr. Delap adjourned the meeting at approximately 9:45 a.m.