

Executive Assessment Committee Meeting Minutes

The Executive Assessment Committee was convened on Thursday, August 13, 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. Kim LaFevor, COB Dr. Lee Vartanian, COE
COB Assessment Coordinator	Prof. Debra Vaughn
COE Assessment Coordinator	Dr. Jameha Gardner
Enrollment & Student Services Representative	Mr. Derrek Smith, Director, Student Success Center
Financial Affairs Representative	Mr. Jonathan Craft, Asst. VP, Financial Affairs/Business Manager
Information Technology Representative	Ms. Belinda Krigel, CIO/Associate VP, Academic Affairs
University Advancement Representative	Mr. Tim Dempsey, Director, Prospect Management

Absent:

Role/Title	Name
College Dean	Dr. Stephen Spencer, COAS
COAS Assessment Coordinator	TBD

I. Call to order

Dr. Delap called the meeting to order at 9:00 a.m.

II. Approval of the July 2020 minutes.

Dr. Vartanian introduced a motion to approve; the motion was seconded by Dr. Smith. The minutes received unanimous approval on a voice vote.

III. Tentatively schedule the next meeting dates

A. The week of November 17, 2020 was identified as ideal to receive a status update on 2019-2020 AAR compliance rates.

B. The week of January 25, 2021 was identified as ideal to begin writing the annual AAR summary for the President's Cabinet and Board of Trustees.

C. Mrs. Molly Myhan will send out polls to determine specific times and dates for these next two meetings.

IV. Review and approval of documents

A. Institutional Outcomes Assessment Policy

1. Mr. Guenther explained that no changes are being suggested at the present time, and OIRA recommends that the policy be reaffirmed as it is currently written.
2. Dr. LaFevor introduced a motion to approve, and Dr. Quinnell seconded the motion. The policy was unanimously approved on a voice vote.

B. Institutional Outcomes Assessment Procedures and Guidelines

1. Mr. Guenther summarized the proposed changes: AARs and APs will be due on October 31; the three phases will be renamed to *plan*, *assess*, and *respond*; the list of questions in section II were updated to better align with the revised Program Review Policy questions.
2. Three additional amendments were proposed:
 - a. Correct the AAR deadline on page 2 to “October 31.”
 - b. Add “Annual Use of Results Summary” to the bulleted list under section V.
 - c. Under “Phase III” on page 4, add the following statement: “To complete the process, the Executive Assessment Committee will, each year, compile a summary report that will explain the institution’s use of results.”
3. Dr. Vaughn introduced a motion to approve the Institutional Outcomes Assessment Procedures and Guidelines as amended; Dr. Quinnell seconded the motion. The motion was unanimously approved on a voice vote.

V. Discussion of the Institutional Learning Outcomes Crosswalk

- A. Mr. Guenther shared his observation that the Institutional Learning Outcomes do not neatly align with the undergraduate learning objective framework in AMOS, which in turn do not exactly match the KSAs published in the Student Achievement Report.
- B. After discussion, consensus was reached that the Institutional Learning Outcomes should not be altered, as they were the result of much faculty input.
- C. Dr. Vartanian suggested that the Institutional Learning Outcomes be used as the framework when assessment plans are entered into the new Watermark system. The ILOs could also be published in the 2021 Student Achievement Report in place of the current KSAs.
- D. The committee favored this approach; the matter will be discussed and voted on at the next EAC meeting.

VI. Feedback on SACSCOC Compliance Certification Narratives (Section 8)

- A. Dr. Smith stressed it is vital that EAC members review Section 8 of our SACSCOC Compliance Certification and provide feedback.
- B. Mr. Guenther will send the Section 8 narratives to committee members. Feedback should be provided to Mr. Guenther by the close of business on August 19.

VII. Adjournment

The meeting was adjourned at 10:03 a.m.