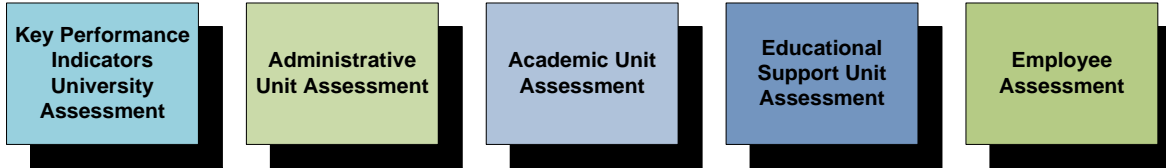


**University Assessment Committee  
SAMFORD UNIVERSITY**



|   |   |
|---|---|
| <p><b>DATE OF MEETING:</b> January 20 &amp; 21, 2010<br/> <b>STARTING TIME:</b> 20<sup>th</sup> – 8:30 – 11:30; 21<sup>st</sup> – 12:30 – 3:30 (Two meeting times offered due to varying committee members’ January schedules)<br/> <b>APPROVAL OF MINUTES:</b> October 28, 2009 minutes approved</p> | <p><b>MEMBERS PRESENT:</b> Angela Ansah, Nancy Biggio, Tom Fuller, Kim Herndon, Kathy Parnell<br/><br/> <b>MEMBERS ABSENT:</b> David Dedo, Mary Monk-Tutor, Leigh Ann Poole, Larry Thompson, Candy Todd, John Venable</p> |
|---|---|

| Agenda Item   | Facilitator | Discussion Outcomes  | Follow-Up Needed  | Delegated To | Date Done |
|---|-------------|--|---|--------------|-----------|
| <p><b>1. Assessment at Samford</b></p> <ul style="list-style-type: none"> <li>• Accreditation (SACS, other organizations)</li> <li>• Annual assessment reports</li> <li>• Five year program reviews</li> <li>• Performance reviews</li> </ul> | Baldwin     | <p>Determining our level of assessment at Samford can guide our future actions. Assessment of student academic achievement: levels of implementation (NCA/The Higher Learning Commission, 2002) shared with committee members. Areas of strength and needs for improvement identified.</p> | Annually as a status check  | Baldwin      |           |
| <p><b>2. Data collection &amp; dissemination</b></p> <ul style="list-style-type: none"> <li>• OIE</li> <li>• OPS</li> <li>• Associate Provost</li> <li>• SharePoint demonstration</li> </ul>  | Baldwin     | <p>Reviewed our current data collection departments and types of information disseminated related to assessment. Brief overview of the assessment SharePoint site performed.</p>   | <p>Each of these sites can be links off (to be developed) UAC Assessment Resource website</p> |              |           |

|   |  |  |              |                           |  |
|---|--|--|--------------|---------------------------|--|
| <b>3. Assessment Timeline</b> <ul style="list-style-type: none"> <li>• <b>Current timeline</b></li> <li>• <b>Proposed timeline</b></li> </ul>                 | Baldwin<br>Herndon<br>Committee<br>Members | Current annual assessment calendar discussed. To be better aligned with the academic calendar, respective department chair and faculty activities, a modification of the calendar was proposed. Ideally, the assessment calendar should be integrated with the financial/budget calendar to maximize effectiveness and support of both. Two options to be developed and then presented to the UAC at the next meeting for discussion and recommendation. | Next meeting | Baldwin<br>Herndon        |  |
| <b>4. Assessment resources</b> <ul style="list-style-type: none"> <li>• <b>Internal</b></li> <li>• <b>External</b></li> <li>• <b>Dissemination</b></li> </ul> | Committee<br>Members                       | Areas suggested for emphasis include developing help buttons etc. for elements on the annual assessment forms, identifying faculty/staff within each department/school with expertise in an area of assessment, and encouraging annual assessment authors to emphasize each of the strategic plan goals in their annual accomplishment sections.   | Next meeting | Baldwin<br>UAC<br>members |  |
| <b>5. University Assessment Committee membership</b>  |  | No in-depth discussion on this topic. One membership possibility for a future discussion would be the inclusion of a representative from the educational support units.  | Next meeting | Baldwin                   |  |
| <b>6. Determine meetings dates</b>  | Committee<br>Members                       | Next meeting aimed for end of February or early March. For next academic year, year's meeting dates/times need to be established in September.   |              | Baldwin                   |  |

Attachments: Levels of Assessment Implementation (pdf)