

Unit Operations Assessment Committee
February 19, 2013
10:00 AM
Meeting Notes

1. Present: Don Maness, Valarie Hilson, Natalie Johnson-Leslie, John Beineke, Amanda Lambertus, Greg Meeks (ex –officio)
In class: Dixie Keyes, Dianne Langford
2. Dr. Meeks gave the Charge
 - annually review and analyze unit assessment artifacts;
 - annually review the assessment system as it applies to unit operations, i.e. activities pertaining to governance, planning, budget, personnel, facilities, services and procedures.
 - prepare an annual unit assessment report. The completed report will be sent to the Head of Unit no later than May 31 of each year. The report should include areas of strength and/or areas of improvement.
 - CAEP Standards changes, licensure changes and merger of Teacher Ed and Ed Leadership Departments will all have implications for a revision of the Professional Education Governance Document. The governance document will need to be revised following the approval of the CAEP standards.
3. Documents
 - a. The committee looked over the Governance Survey and the Student Credit Hours table. Dr. Lambertus will generate a chart 3 years of data on questions 7, 9, 11 and 12 on the Governance Survey. Dr. Lambertus will disseminate the chart via email.
 - b. Dr. Maness and Ms. Hilson were assigned to review the Support documents. They will provide a draft report by March 22. Charts to be reviewed included:
 - i. Academic Capital Support
 - ii. Budgeted Academic Support
 - iii. Budgeted Instructional Support
 - iv. Library Allocations
 - v. Scholarly Development Funds
 - vi. Student Infrastructure Allocations
 - vii. Technology Fee Allocations
 - c. Dr. Beineke and Dr. Johnson-Leslie were assigned to review the Faculty documents. They will provide a draft report by March 22. Charts to be reviewed included:
 - i. College of Education Productivity
 - ii. Professional Education Faculty Title Totals (2009, 2010 and 2011)
 - iii. Professional Education Faculty Information Document Summary
 - iv. Professional Education Faculty Workload (fall)
 - v. Professional Education Faculty Workload (spring)
 - vi. Research Awards
 - vii. Course/Instructor Evaluations (fall)
4. Meeting was adjourned at 10:45 AM