

UAC
Meeting Minutes
May 14, 2009

Members present: Julie Lee (chair), Julie Reffel, Angela Henderson, Betty Paulk, Fatih Oguz, John Grotgen, Rich Vodde, Jane Kinney (ex-officio), Byron Brown, Stanley Jones

Members absent: John Trombetta, Nancy Redfern-Vance, Deborah Robson, Ray Elson, Peggy Moch

1. The minutes for the meeting on April 16 were approved unanimously by the committee.
2. Christy Yates could not attend this meeting as was posted in the agenda due to illness.
3. J. Lee handed out a draft of the letter going to Dr. Levy concerning the results of the Institutional Effectiveness Report reviews. The committee offered suggestions for minor revisions. J. Lee will email the new draft with the revisions to the committee.
4. Pilot Review Feedback – J. Lee sought more feedback on the Institutional Effectiveness Reports. Everyone needs to comment on each IER, even if it's just to agree with what's already been said. The due date for this task is May 31.
5. Rubric Changes – The concern is that the ratings are not consistent so the following changes will be made:
 - a. Have the report request more explicit information
 - b. Make the report and rubric match formats
 - c. Share the rubric with the departments so they'll know specifically what the UAC is looking for
 - d. Set up the report so that some information can be cut and pasted from the catalogs.
6. The committee discussed creating by-laws for the UAC. This item will be discussed during the meeting on July 23 at noon, in room 1604 in the Library.
7. The meeting was adjourned at 12:40 p.m.

vww