

UAC MEETING
APRIL 23, 2008
STUDENT AFFAIRS CONFERENCE ROOM
3:00 P.M.

ATTENDEES: JULIE LEE (CHAIR), JANE KINNEY (EX-OFFICIO), JULIE REFFEL, BYRON BROWN, BETTY PAULK, FATIH OGUZ, NANCY REDFERN-VANCE, DEBORAH ROBSON, BONNIE MARTIN, LINDA GOODEN, RICH VODDE, RAY ELSON, CHUCK HUDSON

ABSENT: PEGGY MOCH, JOHN GROTTGEN, ANTONINA PILGRIM, CINDY TORI

1. **Approval of Minutes:** The minutes from the UAC meeting on March 20, 2008, were approved unanimously.
2. **UAC Website:** While the UAC website is up, there is no link to the main VSU webpage because it's just formatted pages at the moment. The committee can decide what they want on the website (i.e., committee membership, Mission Statement, etc.) and then contact Jane Kinney for publishing.
3. **WebCT/VISTA site:** An instructor course shell was set up for the committee, with everyone having instructor rights. There is a discussion board for posting ideas and continued discussion on meeting items, etc. It's organized into modules that will have each meeting agenda, handouts, drafts of the minutes, and follow-up. There is a live classroom link for audio/video conferencing. Any suggestions or ideas on ways to make the VISTA site better will be welcomed.
4. **Shared Materials, Web resources:** Julie Lee thanked Jane Kinney and John Grotgen for providing UAC materials from other university websites. These are valuable for ideas on how other UAC committees are set up and their functions. She opened the discussion about what the UAC role is to be. Dr. Levy gave us our charges at the last meeting; discussion followed on how these tasks are to be carried out. Specific tasks that came up are:
 - Provide assistance on writing assessment plans for each unit (Does the unit have a plan? How does it work? Is it working?)
 - Look at current status of each unit
 - Work on UAC PR, make it as nonthreatening as possibleThe question came up about what general education is and how does the UAC apply it to each unit, including administrative units. It was brought up that when you see what skills are expected from graduates, and then look at the mission statements and goals from each unit, you'll be able to see what general education outcomes should be delivered from each unit.
5. **Draft Vision:** The draft vision statement was provided on a handout and discussed. The following is the revised statement:

Draft *Mission*:

To foster an environment of continuous improvement in student learning and provision of services *to the VSU community as a whole* through active and constructive assessment.

It was suggested to make Dr. Levy's charges into the bullets in the statement.

Other comments:

- At the Dean's Council, it was stressed by Dr. Levy to the Deans that the UAC is here to help them, not cause them problems. Hopefully this will alleviate tension towards the UAC.
- If it's helpful, let your departments know that each department is represented in the UAC.
- Colleges may want to consider having their own assessment committees.
- The next step for the UAC is to find out what information it needs to identify the current status of assessment in each program. (What information do we need in order to identify the current status of the assessment programs in each department and division? We need to develop a document to send to each unit so that each report we receive is uniform in terms of content.)
- Everyone needs to email Julie Lee their schedules for the summer.

6. The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Victoria Wood