

UAC MEETING
AUG 21, 2008
STUDENT AFFAIRS CONFERENCE ROOM
12 P.M.

ATTENDEES: Byron Brown, Ray Elson, Linda Gooden, John Grotgen, Chuck Hudson, Jane Kinney (ex-officio), Julie Lee (chair), Peggy Moch, Fatih Oguz, Betty Paulk, Nancy Redfern-Vance, Deborah Robson, Rich Vodde

ABSENT: Bonnie Martin, Antolina Pilgrim, Julie Reffel

1. After amending the July 14 minutes in paragraph five to read, "Christy Coons-Yates will be contacted for information," the minutes for the meeting were approved unanimously.
2. The committee reviewed a draft of the memo that is to be sent concerning the assessment reports. The committee voted and approved its use.
3. The assessment report templates were reviewed and approved by the committee after a minor error was amended. J. Kinney handed out examples of good and bad assessment reports that were obtained from the SACS Institute she attended last month. The committee agreed that the samples should be distributed with the Assessment Report templates to give department heads a general idea of what is needed. The committee agreed that the October 15 deadline for the assessment reports still meets the needs of the committee. Requests for extensions will be reviewed on a case-by-case basis.
4. The committee discussed next steps. Once the Assessment Reports are in, what will be the most effective use of them to improve institutional effectiveness? The Accreditation Compliance Office will research other college websites for annual reports from university-level assessment committees at other institutions to get a sense of the scope of possibilities.
5. J. Lee mentioned that she still needed more degree program lists from departments. C. Hudson compiled two lists of degree programs sorted by degree and department and shared them with the committee. Program lists from administrative divisions still need to be sent to J. Lee.

Other Business:

- * Bonnie Martin's UAC seat will be filled by John Trombetta starting September 2008.
- * It was decided to contact deans, directors, and department heads and find out if there are already assessment teams operating at those levels that the UAC could contact for information.
- * C. Hudson, the UAC representative from the Academic Affairs, informed the committee of his imminent retirement from VSU and stated that his replacement would take his seat on the committee.

6. The next UAC meeting will be as scheduled on September 18 at noon in the Student Affairs Conference Room.

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