

UAC
Meeting Minutes
July 14, 2008
1:00 p.m.

Present: Byron Brown, Ray Elson, Linda Gooden, John Grotgen, Chuck Hudson, Jane Kinney (ex officio), Julie Lee (chair), Peggy Moch, Fatih Oguz, Betty Paulk, Julie Reffel, and Deborah Robson

Absent with permission: Antolina Pilgrim, Nancy Redfern-Vance, and Rich Vodde

1. The meeting began with a review of the meeting minutes from May 2008. Approval for the minutes was unanimous.
2. The first item on the agenda was discussion about the letter for Administrative Units and Academic Departments (item 4 in May 2008 minutes). Julie Lee asked the committee members for comments. The committee asked for the following changes:
 - Since departments and units will be required to complete the summary of assessment for SACS, the committee agreed that it did not need them also to complete the questionnaire suggested at the May 2008 meeting.
 - Move deadline for update of the department/unit reports from April 2009 to May 15, 2009 to allow for variations in assessment cycles.
 - Have the memo sent from the President.
 - Add contact information in case unit heads have questions.
 - Stipulate in the letter that a report needs to be made for each program (one for undergraduate degree program and one for master's degree program, for example), not simply one per department.
3. Byron Brown reported on the initial meeting of the General Education Council. The council is working on a phased-in implementation of assessment of general education instruction. The UAC will work with the GEC to determine how best to complete the summary assessment report for general education.
5. The committee agreed that it would be helpful if the reporting system could be set up to store electronic data; it was also suggested that if the assessment report could be connected to the Strategic Research Planning Database, it might save those reporting the information some time and effort. Kristina Cragg will be contacted for information.
6. The committee determined that separate report templates would be created for administrative units and academic departments. Jane Kinney will revise the forms, then email them to the committee along with the revised letter for comment.

7. In preparation for the next meeting:
 - committee members will compile a list of all degree programs or administrative divisions in their units to give to the committee.
 - Ray Elson will check on how WebMBA courses are being assessed.
8. The next UAC meeting will be held on August 21 at noon, in the Student Affairs Conference room.
9. Meeting adjourned at 1:50 p.m.