

UAC MEETING
MARCH 20, 2008
STUDENT AFFAIRS CONFERENCE ROOM
12 P.M.

ATTENDEES: JULIE LEE (CHAIR), JANE KINNEY (EX-OFFICIO), PEGGY MOCH, JULIE REFFEL, BYRON BROWN, BETTY PAULK, FATIH OGUZ, NANCY REDFERN-VANCE, DEBORAH ROBSON, BONNIE MARTIN, LINDA GOODEN, JOHN GROTTGEN, LOUIS LEVY, ANTOLINA PILGRIM, RICH VODDE

ABSENT: CHUCK HUDSON, CINDY TORI, RAY ELSON

1. Julie Lee welcomed everyone to the first UAC meeting and encouraged committee members to introduce themselves.
2. Julie Lee opened the discussion by stating that several SACS requirements require assessment plans. The UAC will help VSU meet these requirements. UAC will be a permanent committee to keep assessment ongoing.
3. Dr. Louis Levy, Vice President of Academic Affairs, gave his charge to the committee, connecting its mission with the Chancellor's key foci: affordability, accessibility; and accountability, which connects directly to the role of the UAC. Are our programs doing what we've said they would? Are learning outcomes being met? Are our internal controls working?
4. Dr. Levy noted that we need to assess both General Education as well as degree programs. We need to use assessment results and outcomes to make changes in curriculum where they are needed. "Closing the loop" means continuous quality improvement.

Administrative units as well as academic units also need to develop assessment plans to improve their own programs.

Dr. Levy finished by encouraging all UAC members to come to him with questions or concerns.
5. Julie Lee discussed the three SACS Standards that are the priority of this committee: 2.5, 3.3.1, and 3.4.1. (All handouts from UAC meetings will be on file in the Accreditation Office.)
6. A task for the committee members will be to decide the goals and refine the vision statement for the UAC, as well as to determine the best way to structure the subcommittee system reporting to the UAC. Julie Lee noted that members normally will be appointed to three-year terms with 1/3 of the committee members rotating off every year; initially, however, the committee members will all serve for at least a year and will need to determine which members will rotate off first.
7. As a group, members need to come up with a vision for the UAC. We need goals as well as plans for how we're to accomplish them. Members are charged with thinking about how they see the committee functioning and sharing their ideas on what our vision should be. Jane Kinney noted that assessment plans are already in most academic and administrative

programs. VSU already has program reviews, disciplinary accreditation reports, and annual reports. She recommended that before the next meeting, members look at the websites of other schools' assessment committees to get a sense of how UACs can be organized. Julie Lee added that the committee needs to see where VSU stands currently in terms of assessment.

8. In response to a committee member's question about the authority of the UAC to enact change or request documents, Dr. Levy said that both he and President Zaccari fully support the UAC.

Another member asked whether the UAC was 'advisory only.' Jane Kinney said no: the committee can recommend consultation and, in the case of lack of response from a department or unit, can report the situation to the unit's supervisory VP. However, the committee's aim should be gauging the effectiveness of a unit's assessment system, not the effectiveness of the program or unit itself. Dr. Levy noted that through annual reports and program review, his office keeps track of programs to ensure high quality and success rates. The committee's work will help ensure that programs are working the way they should. If they're not, we can offer them help.

Other comments:

- Dr. Levy remarked that General Education will be first on the list for the UAC.
- One role of the UAC may be to link programs or units that need help with developing or refining their assessment systems with faculty or staff members who have this expertise.
- The committee will request a website for dissemination of information to the university community. For discussion among committee members, a discussion board will be set up via WebCT.
- Committee members were asked to send Julie Lee their schedules showing standing appointments so that she can schedule the UAC meetings.
- Next month's meeting time and place will be announced.

9. The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Victoria Wood