

UAC MEETING

MAY 27, 2008

STUDENT AFFAIRS CONFERENCE ROOM

11 A.M.

ATTENDEES: Byron Brown, Ray Elson, Linda Gooden, John Grotgen, Chuck Hudson, Jane Kinney (ex-officio), Julie Lee (chair), Peggy Moch, Betty Paulk, Antolina Pilgrim, Julie Reffel, Deborah Robson

ABSENT: Bonnie Martin, Fatih Oguz, Nancy Redfern-Vance, Rich Vodde

1. Minutes for the April 23 meeting were approved unanimously. Julie Reffel graciously used her laptop to show everyone how to access WebCT Vista to view all UAC documents online.
2. Follow-Up from April 23 meeting –  
The UAC Mission Statement was reviewed and revised to read:

*UAC Mission Statement:*

*To foster an environment of continuous improvement in student learning and provision of services to the VSU community through the use of active, ongoing, and constructive assessments*

3. Chuck Hudson requested more information on what is expected from UAC members a few months from now and how what we're expected to do differs from what's already being done by improvement audits and program reviews.

Julie Lee replied that the UAC is an ongoing committee at the University level that pulls together data from academic and administrative department assessments to create an overview of how the university is achieving its goals. As an executive committee, the UAC will not undertake the assessments itself. The UAC will gather information from academic departments and administrative and student support units on their assessment processes, review it, and report to the VPAA and the President on the current state of assessment at VSU for purposes of both accreditation and university improvement.

4. Deborah Robson suggested that the next step would be to find out what assessment programs are already in place within the departments and

units. Jane Kinney suggested that a fairly simple questionnaire would get the answers that are needed. The committee agreed that this would be a good idea and that creating college-, unit- and department-level assessment committees would be helpful as well so the UAC wouldn't have to contact every individual academic program director and/or administrative area.

5. To make sure that the UAC gets the information it is seeking, Antolina Pilgrim suggested that the letter or memo sent to departments and units:
  - Include a definition of what assessment covers
  - Have separate questions (or note whether they are academic and/or non-academic) for academic units and administrative and student support units
  - Request brief answers to find out where the unit is in its assessment process

Suggestions for the questions:

- "Do you have an assessment committee at the departmental, college, division or unit level? What kind of data is collected? How is it collected?"
- "What is the role of your assessment committee? When was it established? For what purpose was it established? Is it ad hoc or standing?"
- "Does your department or college go through external accreditation or audit? How far back does it go? How frequently does it occur?"
- "To whom do you report your results?"
- "If you offer general education (Core Classes A-E), how do you assess them?"
- Broad, generic questions will be at the top of the questionnaire; more specific questions will be at the bottom.

The committee determined that a letter should be sent out before the email survey to give everyone a heads up that it's coming. The committee concurred that the letter should be signed by the President or by the vice presidents in order to have it taken seriously. Julie Lee and Jane K. will draft the letter and check on whether the vice presidents will sign it.

6. The next UAC meeting will be in early to mid July. The exact time and date will be available within the next couple of weeks.
7. The meeting was adjourned at 12:19 p.m.