

UAC MEETING
NOVEMBER 20, 2008
STUDENT AFFAIRS CONFERENCE ROOM
12:00 P.M.

ATTENDEES: BYRON BROWN, RAY ELSON, LINDA FLOYD FOR NANCY REDFERN-VANCE, LINDA GOODEN, JOHN GROTTEN, JANE KINNEY (EX-OFFICIO), JULIE LEE (CHAIR), PEGGY MOCH, FATIH OGUZ, BETTY PAULK, JULIE REFFEL, DEBORAH ROBSON, JOHN TROMBETTA, RICH VODDE

ABSENT: ANTOLINA PILGRIM, NANCY REDFERN-VANCE

1. Approval of Minutes: The minutes from the UAC meeting on October 16, 2008, were approved unanimously.

2. Update on Institutional Effectiveness Reports (IERs):

Jane Kinney reported that her office is still receiving reports. Julie Lee requested that committee members remind their departments to get their reports in as soon as possible. It was decided as well to have recently started programs with no data to report, to complete a report form stating that there hasn't been enough time to gather data.

A list was provided of all the departments that have turned in their IERs. After review it was suggested that the Graduate School be added under the 'Administrative' heading since it would be wise to collect information on their student retention data, tracking admissions, etc. Jane Kinney will meet with Karla Hull about preparing an IER for the Graduate School, possibly for next year.

The committee decided to put a cap on the number of volunteers for the Spring '09 IER review. Once all of the IERs are in, the departments deemed as needing the most help with assessment will be prioritized, and of the departments volunteering for the review, 30 will be chosen. The Accreditation Compliance Office will look through all IERs and make a list of which reports might find the UAC pilot review most helpful.

3. For planning the future assessment reviews, academic units will be reviewed in the fall with their IER due date as September first. Administrative units will be reviewed in the spring with their IER due date as March first. If they are being reviewed by an external agency, they can request that their IER be done the year before for assistance with preparation. A letter will be sent to all units by Julie Lee, UAC Chair, letting them know of the Spring 09 volunteer review. Responses by the departments wishing to volunteer will be due to Julie Lee by January 9. Committee members need to get any revisions to the draft letter that they'd like to see to Julie Lee by December 8.

For the Spring 09 review, we will be trying out different rubrics and approaches to discover the best way to assess how the departments are doing. The goal is to look at the reports and assess the training and information needs of our departments.

4. Meeting was adjourned at 2:10 p.m. The next UAC meeting will be January 15 at noon in room 1604 on the first floor of the library.

vw