

UAC Meeting Minutes of December 10th 2009 Meeting

Members present: Julie Reffel (Chair), Angela Henderson, Peggy Moch, Deb Robson, Nancy Redfern-Vance, Sonya Sanderson, Betty Paulk, Faith Oguz, Byron Brown, Jane Kinney (Ex Officio)

Other attending: Kristina Cragg

Julie Reffel welcomed members and introduced Dr. Kristina Cragg, SACS Liaison and Assistant to the President for Strategic Research & Analysis.

Dr. Cragg provided an update of the SACS process:

- Off-Site report was submitted to SACS in September – approximately 300 pages
- VSU received findings from SACS on November 30
 - SACS found VSU non-compliant in institutional effectiveness (5 areas)
- To make sure that SACS is able to find evidence based actions, Strategic Research & Analysis (SRA) is reviewing all 200+ IERs and highlighting data evidence for SACS on-site review

- For the on-site review SACS wants:
 - To see evidence used to support action for previous years (2005-2008 IERs)
 - To see 2008-09 reports – with data / evidence
 - The IER has been modified to elevate evidence and action-based results
 - To see 2009-10 plans – with goals and measures

- SRA will be in contact with departments to request more information, as needed.
- Draft of letter to departments requesting 2008/09 IER and 2009/10 IEP scheduled to go out today
- Administrative IERs need to be submitted to SRA by January 31, not February as originally stated.
- All items need to be completed and submitted from departments to SRA by January 31, 2009

- Dr. Cragg explains that departments need to provide narrative explanation of data/evidence - not just there are results from Sr. Exit. In most cases, the information is available somewhere on campus – we just need to document it.
- There must be rationale for actions/modifications. Looking for connection of reason to action.
- Jane Kinney points out that “no change” is not an option
- Not much time to address issues before SACS on-site visit. SRA has about 2 weeks to complete final review before documents are due to SACS.

Discussion prompted by Julie Reffel as to whether UAC should hold off on review of IERs originally scheduled. Dr. Cragg acknowledges that UAC review of IERs would be easier if completed after the SRA review, as evidence will be clearly stated and obvious. Decision is made for UAC to wait until 1/31/10 to review IERs.

Question to Dr. Cragg whether UAC rubrics should go to SRA after UAC review? Dr. Cragg says this is not necessary as SRA is evaluating based upon SACS findings of non-compliance.

Discussion of IERs on website indicated that some 2008-09 IERs were not on the website. Deb had called departments and found that they had been sent, but were not showing up on web. Departments had been asked to submit IERs via the sacs@valdosta.edu email account. Jane will investigate/update.

Deb Robson suggests implementation of consistent numbering of assessment tools to make tracking easier.

Discussion of future implementation of online data collection. Dr. Cragg comments that IT will likely develop an in-house software for this purpose. Training will be available once we have online system. UAC will vet components of online portal, discussion of possible integration with Program Review and General Education materials. UAC also can help departments get on track.

Discussion of how Deans and Dept heads would approve IERs submitted electronically. A sign off process within the online IER portal is suggested.

Discussion of IER review process. Julie Reffel suggests that the UAC needs to understand the process SRA is doing so that there are not two different review processes. Dr. Cragg says that SRA is using same criteria as UAC, but highlighting the relevant information to make it more obvious. SRA's job is to make best case for compliance – to show at least one salient point per year for each IER.

Brief discussion of college assessment committees and how they have been functioning. Deb Robson isn't sure if there is one in College of the Arts. Peggy Moch suggests that UAC members not being a part of the college assessment committee is problematic. Julie Reffel says the College of Education assessment committee meets twice a year.

Introduction of new member - Sonya Sanderson from COE (replacing Julie Reffel as COE representative).

Jane Kinney says the on-site committee will be interested in seeing on-going cycle of assessment. Tighten connections with college committees could be tightened. Workshops could be offered to improve understanding of assessment.

Julie Reffel asks if there exemplars of IERs that can be used to showcase in workshops. Jane Kinney suggests that workshops wait till after 1/31/10 as too much is being asked for already from departments in a short period of time.

Julie Reffel asks Dr. Cragg if the SACS response contained any feedback regarding the UAC. Dr. Cragg said there was no feedback in the written response, but the UAC is more likely to receive feedback from on-site committee.

Julie Reffel suggests that UAC can serve as a support resource for the current data collection efforts. UAC members to work as advocates within the areas/colleges to aid departments in completing and submitting their IERs by January 31, 2010. Members should contact programs within their area and offer to provide advice/assistance in completing the IERs. Instead of meeting in January, UAC members should provide technical assistance to report writers in their areas. Check to see if departments in your area have submitted documents.

Jane Kinney points out that new course justification forms require the same type of evidence being asked for on the IERs. This might be something that faculty are more familiar with.

Wrap up of meeting. Julie Reffel reminds members that all meeting materials will be sent in emails prior to the meeting. Print copies will not be provided at the meetings. Discussion of meeting times for next semester. Tentative schedule remains the same – on the second Thursday of each month at 2 p.m. Send any schedule conflicts to Julie Reffel. Reminder that the SACS on-site team will be visiting campus April 6-8, 2010.