

**University Assessment Committee
Meeting Minutes**

February 24, 2010

Time: 8:00 – 9:00 a.m.

Location: Room 1480 of Odum Library

The regular meeting of the University Assessment Committee (UAC) was called to order at 8:10am on Wednesday, February 24, 2010 in Odum Library Room 1480 by Julie Reffel (Chair).

Present: Julie Reffel (Chair), Angela Henderson, Peggy Moch, Deborah Robson, Nancy Redfern-Vance, Betty Paulk, Rich Vodde, Faith Oguz, Jane Kinney (Ex Officio)

Absent: John Grotgen (excused), John Trombetta, Stanley Jones, Ray Elson, Sonya Sanderson (excused)

Other attending: Philip Gunter, Kristina Cragg, Pat Rozier

Julie Reffel welcomed members and introduced Dr. Philip Gunter.

Dr. Philip Gunter had two items for discussion.

1) He thanked the UAC for helping and designing the Assessment Rubric and thanked Dr. Cragg for sending out the SACS reports.

The role of the UAC will shift from assessment as the mechanism is now in place. Focus now on use of data – how to get and use data - next step is to improve the process of getting and using data.

UAC will guide design and implementation of an electronic assessment portal to streamline the process. How will people access the data? Has to be simple – “cutting edge simplicity”

2) Upon implementation of the assessment portal, the work of the group can be more advisory in nature.

A question was asked if the data would be used as micro- macro- level? Dr. Gunter responded it could be used as both. An example of the use of data would be how graduation and retention data is used by the USG by comparing institutions.

Approval of minutes of January 14, 2010 Meeting – A motion was made to approve the minutes of the January 14, 2010 meeting. It was seconded and unanimously approved.

Welcome new member, Dr. Christy Coons-Yates – Dr. Reffel welcomed Dr. Christy Coon-Yates to UAC. She will be representing Financial Services. Due to a prior commitment, Dr. Coon-Yates was not able to attend the meeting.

Core Revision Steering Committee, Dr. Peggy Moch – Dr. Moch will be UAC's representative on the Core Revision Steering Committee which will look at the current core and make revisions. The committee is made up of representatives from all undergraduate college-levels.

Revisit our Review process in light of what has already been reviewed (Rubric, etc) -

While reviewing reports it was discovered that the rubric did not match the revised reports as changes were made to report format during the review process.

Reports are available on the UAC website. Kristina Cragg stated that the old years (2005-2006/2007-2008) are PDFs and the 2008-2009 and 2009-2010 are in Word. Changes/modifications are highlighted in each document.

Question was asked about the timeline process of when reports are due. Reports are broken down into 5 categories (Educational Programs, Administrative Support, Educational Support, Research, and Public Service). The matrix created by SRA indicating changes/modifications made in each program/unit is also available on the UAC web site.

When are the reports due? Discussion of the due date took place and agreement was made that both academic and administrative units will submit reports by October 15th. The due date will be evaluated again next year.

Informational Item: SACS will be on campus April 6 – 8, 2010.

Goals for next meeting:

Still looking at Reports

Detail instructions – for the online portal and will start with comments and plan for open accounts (working with IT).

Assessment calendar

Status of Review Team Reviews / Rubrics – Hold for now will discuss at next meeting.

On March 18 – Homer Kemp will be visiting at VSU.

Next Meeting / Adjournment – The next meeting will be on Wednesday, March 24, 2010 at 8am.

The meeting adjourned at 9:15am.