

University Assessment Committee

Meeting Minutes

January 14, 2010

Opening:

The regular meeting of the University Assessment Committee (UAC) was called to order at 2:00pm on January 14, 2010 in Odum Library Room 1480 by Julie Reffel (Chair)

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

Absent: John Trombetta, Stanley Jones, Peggy Moch (class), Sonya Sanderson, Byron Brown (class)

Other attending: Kristina Cragg, Pat Rozier

Julie Reffel welcomed members and introduced Pat Rozier, who will be taking minutes for the UAC.

Approval of Minutes

The minutes of December 2009 meeting were unanimously approved.

Discussion of posting of minutes: Should the minutes continue to be posted on the UAC website and BlazeView? No. Once approved, the minutes will be posted to UAC website only, but will keep BlazeView site active for other uses.

Status of Re-submission of 2005-2008 Institutional Effectiveness Reports – Dr. Cragg (due Friday, Jan 15)

Dr. Cragg distributed a handout of the Institutional Effective Report (IER) Matrix. She discussed the IER matrix setup and let the committee know it lists the 5 years of reports for SACS and that reports are still coming in and SRA is continuing to work on reviewing the reports. Reports are posted on the UAC website which is updated daily. An email has been re-sent to Deans to distribute the new 2008-09 and 2009-10 forms to the department chairs. The 2005/06-2007/08 reports are due Friday (Jan 15) and the 2008-2009 reports and the 2009-2010 plans are due by January 31.

Dr. Cragg told the committee that if they have/had any questions or need any help, please feel free to contact her, Angela Henderson or Jane Kinney.

Other: Dr. Jane Kinney discussed that SACS will also want assessments for Community/Public Service and Research units. When asked if a document needs to be setup, she told the committee that Dr. Cragg has already set up document.

Follow up needed for missing reports – Dr. Julie Reffel

Dr. Reffel thanked Dr. Cragg for the matrix handout and asked that if the committee members were helping anyone, please make sure that the new format is being used. The new format has the Academic Department/Division in red.

Dr. Reffel discussed and showed the committee how to access the UAC website, which is now password protected. Committee members should contact Dr. Reffel for the website user id and password.

A question was asked regarding how attachments to the IERs are handled. The response was that summaries and attachments were being sent by email and then turned into PDF documents and attached to the IER.

Status of Re-Submission of 2005-2008 IER and 2009-2010 (due Jan 31)

After January 31, UAC Review Teams should be making plans to meet.

Reviews to be completed by February 2010 meeting

UAC Review Teams should be making plans to getting ready to review.

Other: Dr. Jane Kinney asked committee members to remind colleagues to upload their syllabi to the SACS portal. There are some computer/network issues, IT is aware of issues and is currently working them.

Selection of a new meeting time so all can attend

Change in meeting time and day was discussed due to class scheduling, some of the committee members would not be able to attend the meeting. Tentatively, the meetings will be held the 4th week of the month beginning at 12:30 -1:30pm. Dr. Reffel will send an email confirmation as soon as she has heard back from everyone.

Adjournment:

Meeting was adjourned at 3:00 pm by Dr. Julie Reffel.

Minutes submitted by: Pat Rozier

Approved by: _____

