



**University Assessment Committee**  
**November 16, 2016**  
**Minutes**

*www.valdosta.edu/uac/*

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**Time:** 3:30 – 4:30 PM

**Location:** West Hall 118

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**Members present:** Dr. Michael Black, Dr. Byron Brown, Dr. Ray Elson, Mr. Michael Holt, Dr. James Holland, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Deborah Robson, Mr. Brandon Mainer, Mrs. Natalie Kuhlmann, Ms. Niki Turley, and Dr. Peggy Moch

**Members absent:** Mrs. Melinda Cutchens, Mr. Marc Kaiser, Dr. Christy Yates and Dr. Sudip Chakraborty

**Others present:** Ms. Pat Rozier

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Dr. Michael Black (Co-Chair) called the University Assessment Committee (UAC) meeting to order at 3:33 PM for the last meeting of the calendar year.

**Approval of October 20, 2016 minutes** – The October 20, 2016 minutes were distributed. A motion was made to approve the minutes as printed and incorporate corrections as needed. The motion was seconded.

**Business**

Syllabi Audit – Dr. Black said that he has been in contact with faculty who have not uploaded their syllabi to Digital Measures. Dr. Black showed the online Qualtrics evaluation form with changes to the committee. He will send the syllabi listing to a shared folder and Qualtrics link to the committee.

IER/IEP Reviews – Reviewer assignment numbers are about the same as last year with each reviewer reading 12-14 IERs/IEPs. We have received 163 plans and reports. If there is a conflict with an assigned review, please let Dr. Black know. A LiveText login instruction sheet was distributed.

Portfolium ([www.portfolium.com/](http://www.portfolium.com/)) – USG has a three-year contract with Portfolium. It can be used as an e-portfolio for classes and to help connect with employers. It is free for students with a VSU email account. We are still investigating whether to proceed with launching this software.

Leadership Academy – The Committee will be meeting on Friday to review applications and make recommendations to Interim President Brown.

## **Announcements/Workshop**

Digital Measures training classes for Spring 2017. All classes will be held in Pine Hall Room 107.

### Digital Measures Introduction:

December 1, 2016	10:00 AM - 11:00 AM
January 6, 2017	11:00 AM - 12:00 PM
February 2, 2017	3:00 PM - 4:00 PM
March 7, 2017	11:00 AM - 12:00 PM
April 3, 2017	2:30 PM - 3:30 PM

### Digital Measures for Advanced Users:

January 31, 2017	2:00 PM - 3:00 PM
March 1, 2017	10:00 AM - 11:00 AM

Spring Meeting Schedule – A Doodle poll will be sent to each member to decide on the Spring 2017 meeting schedule.

University Assessment Committee will not meet in December due to Winter Holidays.

There being no more business, the meeting adjourned at 4:07pm