



University Assessment Committee
Meeting Minutes

Date: February 15, 2012

Time: 2:30 – 4:00 PM

Location: President's Board Room – West Hall

The University Assessment Committee (UAC) meeting was called to order on Wednesday, February 15th at 2:30 pm in the President's Board Room-West Hall by Dr. Michael Black (Chair).

Members present: Dr. Michael Black (Chair), Mrs. Melinda Cutchens, Mr. Shawn Phippen, Dr. Christy Coons-Yates, Dr. Ray Elson, Mrs. Deborah Davis, Dr. Colette Drouillard, Dr. Byron Brown, and Dr. Jane Kinney (Ex Officio)

Members absent: Mr. John Trombetta, Mr. Stanley Jones, Dr. Peggy Moch, Dr. Deborah Robson, Mr. James Holland, Dr. Lynn Minor, and Dr. Hanae Kanno

Others present: Dr. Phil Gunter, Dr. Sharon Gravett, Mr. Barrie Fitzgerald and Ms. Pat Rozier

Dr. Black welcomed committee members and asked them to introduce themselves. After introductions, Dr. Black recognized Dr. Gunter.

Dr. Gunter welcomed the members and thanked them for their service. He emphasized to the committee that their work and recommendations regarding assessment are important and stressed the value of assessment, which is becoming a key component of professional accreditation. Assessment on our campus should be a priority in order for VSU's programs to remain competitive.

Approval of minutes of April 28, 2010 Meeting – The minutes of the April 28, 2010 meeting were distributed. One typographical error regarding the SACS visit was corrected as follows: "*The SACS team commended VSU for making significant improvements.*" A motion was made to approve the minutes with corrections, seconded, and approved.

UAC service to the university

Dr. Black discussed the direction of the UAC as a service committee to all areas of the university. The UAC will assist with accreditation compliance particularly with SACS Standard 3.3 – Institutional Effectiveness. Each academic and administrative department must demonstrate continuous improvement.

The committee will also support program-specific accreditation and work with other on-campus committees such as the General Education Council. A list of professional accrediting agencies by reaffirmation date was distributed.

UAC Activities since last meeting

Dr. Black informed the committee about activities which have occurred since our prior meeting:

The 2009-10 Institutional Effectiveness Reports (IERs) and 2010-11 Institutional Effectiveness Plans (IEP) have been collected and reviewed. They are posted on the UAC website.



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The 2010-11 IERs and 2011-12 IEPs are now being collected but have not been reviewed.

Dr. Black distributed an analysis of reports and plans which showed 91.9% of the 2010-11 IERs and 92.6% of the 2011-12 IEPs have been submitted for review. A copy of the University of Central Florida's Institutional Effectiveness Assessment Plan Rubric for evaluating plans and reports was distributed.

UAC members discussed reasons why some departments were not submitting their IERs/IEP and if there were consequences for failure to submit.

The UAC continued discussion on different ways to collect and manage the data. Dr. R. Elson demonstrated Digital Measures to the committee by showing various forms and reports in his account. The Faculty Senate is currently exploring the adoption of Digital Measures for the entire institution.

Comprehensive Program Review (CPR)

The Division of Academic Affairs is revising comprehensive program review (CPR) procedures and is currently piloting the new program this year. An annual data report component will be added, and it would replace the IERs/IEPs for academic departments only. USG is requiring additional levels of review and for each institution to publish on a website the review cycle and final review documents.

Goals/Plan

There was discussion of submitting a Strategic Focus proposal for a campus-wide institutional effectiveness director position.

UAC members showed an interest in hosting a half-day assessment workshop for directors/department heads and suggested having someone from the University of Central Florida's assessment office present. This would be delayed until fall.

Dr. Black mentioned that the 5th year SACS interim report will be due in 2015.

Meeting Schedule for 2011-12

UAC members suggested using a Doodle Poll to determine the UAC meeting schedule for the remainder of the year.

Adjournment

There being no further business, the meeting was adjourned at 4:04pm