



## University Assessment Committee Meeting Minutes

**Date:** August 21, 2013

**Time:** 2:30 – 3:30 PM

**Location:** West Hall Room 118

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**Members present:** Dr. Michael Black (Chair), Dr. Byron Brown, Mrs. Melinda Cutchens, Dr. Ray Elson, Mr. James Holland, Dr. Hanae Kanno, Dr. Jane Kinney, Mr. Shawn Phippen, Dr. Deborah Robson, and Mrs. Ginger Williams

**Members absent:** Dr. Colette Drouillard, Dr. Lynn Minor, Ms. Bonnie Martin, and Dr. Christy Coons-Yates

**Others present:** Ms. Pat Rozier

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Dr. Michael Black (Chair) called the University Assessment Committee (UAC) meeting to order on Wednesday, August 21 at 2:30 pm in West Hall Room 118. He welcomed the 2013-14 UAC members and thanked them for their service this year.

**Approval of the minutes of April 24, 2013 meeting** - The April 24, 2013 minutes were distributed. A motion was made to approve the minutes of April 24. The motion was seconded and approved.

UAC did not meet during the summer term.

### **UAC service to the University**

Dr. Black discussed how UAC as a committee services all areas of the institution. The UAC will assist with accreditation compliance particularly with SACS Standard 3.3.1 – Institutional Effectiveness. Each academic and administrative department must demonstrate continuous improvement.

A handout about *Levels of Assessment: From the Student to the Institution* was distributed. The handout is also available at <http://www.aacu.org/pdf/LevelsOfAssessment.pdf>.

### **Activities since last meeting**

Dr. Black informed the committee about activities that occurred since the committee's last formal meeting:

UAC 2012-13 Annual Report - was sent through intercampus mail to all UAC members in May and posted on our UAC website.

MLIS program – helping to review their professional accreditation self-study. The ALA COA self-study is due Sept. 20.

Complete College Georgia 2012-13 Status Report - posted online at <http://ww2.valdosta.edu/planning/ccg.shtml>

LiveText – investigating a longer-term solution for storing IEPs/IERs due to the change in webpage format.

Digital Measures - Training classes are delivered to the faculty over summer and fall on entering faculty credentials and posting course syllabi. Handouts (distributed to UAC) and narrated instructions are online at <http://ww2.valdosta.edu/sacs/FacultyCredentials.shtml>



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Undergraduate Research Council - awarded funding for seven (7) QEP projects:  
<http://ww2.valdosta.edu/sacs/qep/iterationtwo.shtml>. There was a meeting with project coordinators on August 9 to discuss their projects and assessment of student learning.

### UAC Goals/Plans for 2013-14

- A memo was sent July 26 to request Institutional Effectiveness Reports and Plans; they are due Sept. 30. The memo is also posted on the UAC homepage.
- Rotation for Review of Institutional Effectiveness Reports and Plans distributed. This schedule is subject to change; I.E. office reviews all reports and plans each year. Folders will be set up in Blazeview for committee members to review reports outside of our regular meeting time.
- Recommendations (helpful hints) for completing IEPs/IERs (distributed)
- Requested LiveText accounts for each department and division to store IEPs/IERs, comprehensive program reviews, core curriculum assessments, other documents related to assessment, accreditation, and strategic planning.
- Convert UAC, Planning, and SACS websites to new webserver (Cascade format) during Fall 2013 or early Spring 2014 (depending on Web Team's schedule).
- What else do you see us accomplishing in 2013-14?
  - Assist eLearning with assessment of online courses.
  - Share best practice models.

### Other announcements

- Changes in the University's administrative structure occurred over the summer and a new division, Enrollment, Marketing, and Communications, was created.
- A draft of VSU's 2013-2019 Strategic Plan is posted online at <http://ww2.valdosta.edu/planning/strategicplanning.shtml>.
- General Education Council – GEC is working on core curriculum assessment. New guidelines and plan/report templates are posted on both the GEC and UAC websites. A training session for core assessment will be held on Oct. 4.
- Innovations in Teaching and Learning panels and workshops – Scheduled for November 7 and 8 in the University Center. Topics will cover innovations in learning, assessing learning and measuring success, strategies for engaging students' critical thinking in the classroom, and strategies for engaging students outside the classroom.

### UAC Meeting Schedule for Fall 2013 – West Hall Room 118

Scheduled meeting dates and times

Wed., Sept 25 – 2:30 – 3:30pm

Thurs., Oct 17 – 10:30 – 11:30pm

Tues., Nov 19 – 10:00 – 11:00am

Dec. - to be scheduled if needed

There being no further business, the meeting adjourned at 3:30 pm.