



University Assessment Committee
Meeting Minutes

Date: November 14, 2012

Time: 2:30 – 3:10 PM

Location: West Hall Conference Room 118

The University Assessment Committee (UAC) meeting was called to order on Wednesday, November 14 at 2:30 pm in the West Hall Conference Room by Dr. Michael Black (Chair).

Members present: Dr. Michael Black (Chair), Dr. Bryon Brown, Mrs. Melinda Cutchens, Dr. Ray Elson, Dr. Hanae Kanno, Dr. Jane Kinney, Mr. Shawn Phippen, and Ms. Ginger Williams

Members absent: Dr. Colette Drouillard, Mr. James Holland, Mr. Stanley Jones, Ms. Bonnie Martin, Dr. Lynn Minor, Dr. Peggy Moch, Dr. Deborah Robson, and Dr. Christy Coons-Yates

Others present: Ms. Pat Rozier

The October 18, 2012 minutes meeting were distributed and approved with one correction.

Old Business - None

New Business

Dr. Black provided feedback to the UAC about the Assessment Workshops and distributed handouts from the Assessment workshops to committee members who were unable to attend. The morning session had a larger number of participants than the afternoon workshop. Several who attended stated the workshops contained helpful information and were a good refresher; some stated that the administrative workshop was too heavily academic in terminology.

The Annual Department Data Report summary was distributed to the Committee members. It contains information regarding students, departments, faculty, and alumni activities occurring during 2011-12. This information should be more readily available and easier to compile once departments begin fully using the Digital Measures platform.

Review Team members were asked to share their observations about IEP/IER reviews thus far. Additional IE Reports were recently received, scanned, and are posted in BlazeView.

The checklist for assessment reports and plans was distributed to the committee. The submission rate for IERs and IEPs is up from 50% to 86.4%.

Dr. T. Flateby will be offering a webinar to VSU on rubric development on February 8th at 1:00pm. We will schedule the room and then send out an invitation to campus.

Spring 2013 Meeting Schedule

Wednesday, January 23, 2013	2:00 – 3:00 pm
Monday, February 25, 2013	9:30 – 10:30 am
Wednesday, March 27, 2013	9:30 – 10:30 am
Wednesday, April 24, 2013	9:30 – 10:30 am



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UAC members suggested inviting an assessment representative from each college to attend the UAC monthly meetings in Spring 2013. College representatives would be asked to share their college's activities regarding assessment and what the UAC can do to assist.

Announcements and Reports

Program review wrap up meetings for the Academic Department Heads and Program Coordinators occurred in October and November. Final 2010-11 and 2011-12 feedback letters were sent in December 2012.

Meeting Schedule for 2012

UAC will not meet on Wednesday, December 12, 2012. The next meeting will be Wednesday, January 23, 2013 at 2:00 p.m.

Adjourn

The meeting adjourned at 3:10 p.m.