



## 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**



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Undergraduate Research Council - awarded funding for seven (7) QEP projects:  
<http://ww2.valdosta.edu/sacs/gep/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 huddle).

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 administrative structure occurred over the summer and a new division, Enrollment, Marketing, and Communications, was created.

-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