Date: March 21, 2012
Time: 2:30 – 3:30 PM
Location: West Hall 118 – Hall of Fame Board Room

The University Assessment Committee (UAC) meeting was called to order on Wednesday, March 21st at 2:30 pm in West Hall 118 – Hall of Fame Board Room by Dr. Michael Black (Chair).

Members present: Dr. Michael Black (Chair), Mrs. Melinda Cutchens, Mrs. Deborah Davis, Mr. James Holland, Dr. Hanae Kanno, Dr. Lynn Minor, and Dr. Jane Kinney (Ex Officio)

Members absent: Dr. Byron Brown, Dr. Christy Coon-Yates, Dr. Colette Drouillard, Dr. Ray Elson, Mr. Stanley Jones, Dr. Peggy Moch, Mr. Shawn Phippen, Dr. Deborah Robson, and Mr. John Trombetta

Others present: Mr. Barrie Fitzgerald

Approval of minutes – The minutes of the February 15, 2012 meeting were distributed. One grammatical error was corrected as follows: *"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."* A motion was made to approve the minutes with corrections, seconded, and approved.

Dr. Black updated the committee on old business which included the Regents Administrative Committee on Effectiveness and Accreditation meeting, Complete College Georgia Summit in Athens, and the Strategic Focus proposal for an institutional effectiveness director.

A presentation of "How to Review Institutional Effectiveness Reports and Plans" was made. After the presentation, committee members discussed the review process of the submitted reports. The committee members agreed to hold a norming workshop at the next UAC meeting. It was also agreed to share the materials for the norming workshop via a course in BlazeVIEW.

Dr. Black mentioned that the College of Arts & Sciences' Assessment Committee will be reviewing the college's submitted Institutional Effectiveness 2010-11 Reports and providing feedback to their departments.

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