



## University Assessment Committee

September 24, 2014 Minutes

[www.valdosta.edu/uac/](http://www.valdosta.edu/uac/)

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**Time:** 10:30 – 11:30 AM

**Location:** West Hall Room 118

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**Members present:** Dr. Michael Black (Chair), Mr. Michael Holt, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Lynn Minor, Dr. Peggy Moch, Mr. Shawn Phippen and Dr. Deborah Robson

**Members absent:** Mrs. Melinda Cutchens, Dr. Ray Elson, Mr. James Holland, Mrs. Bonnie Martin, Dr. Jerry Merwin, and Dr. Christy Coons-Yates

**Guest:** Ms. Pat Rozier

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Dr. Michael Black (Chair) called the University Assessment Committee (UAC) meeting to order on Wednesday, September 24, 2014 at 10:30 am in West Hall Room 118.

Dr. Black welcomed the 2014-15 UAC members and thanked them for their service. Dr. Black introduced Mr. Michael Holt as the Odum Library's representative.

**Approval of the minutes of April 21, 2014 meeting** - The April 21, 2014 minutes were distributed. A motion was made to approve the minutes of April 21 with minor corrections. The motion was seconded and approved.

UAC did not meet during the summer term.

### **Committee service to the University**

Dr. Black discussed how the UAC as a committee services all areas of the institution. The UAC assists our institution by improving assessment reporting procedures as well as evaluating the assessments themselves to ensure that departments are collecting meaningful data and using it for continuous improvement of their programs. This is particularly important to comply with SACSCOC Standard 3.3.1 on Institutional Effectiveness.

### **Announcements and Activities since last meeting**

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

- Dr. Black, Dr. Moch and Mr. Phippen attended AIR Forum 2014, and each shared general information learned including information about assessment with the committee.
- Dr. Black attended the SACSCOC Summer Institute July 2014. The training was on assessment and assessment systems.
- Dr. Hudson Rogers, new Provost and Vice President for Academic Affairs, started July 1, 2014.
- Dr. Lai Orenduff, new Assistant Vice President for Academic Affairs and Dean of Undergraduate Studies, started August 1, 2014.
- Academic Affairs Fall 2014 updates (handout).
- USG Board of Regents approved VSU's new Mission Statement on August 20, 2014 (handout). The new mission statement is posted at <http://www.valdosta.edu/about/facts/organization-and-mission.php>
- Perspectives Advisory Committee met on August 27, 2014; next meeting September 24, 2014.
- General Education Council met on September 22, 2014.
- IERs and IEPs - Ms. Rozier is continuing to upload IERs and IEPs into LiveText. Ms. Rozier said that she has completed the Administrative units and working on uploading the Academic departments.



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- Dr. Black held training workshops on Preparing the Institutional Effectiveness Plan and Report on August 19 and September 3 and continued to meet with several departments about IEPs and IERs.
- The IEP/IER request memo was sent on July 31, 2014. After preparation by the department, the college/division assessment committees will conduct the first level of review. Next, IEPs/IERs are due to UAC October 31, 2014 for second level of review.
- An IE/UAC handout was distributed Sept. 12, 2014 Planning and Budget Council meeting. We have been asked to make a regular report at each PBC meeting which is a great help to increase the attention given to assessment.
- Digital Measures Training classes were delivered to the faculty over summer and fall, including new faculty. The training covers entering faculty credentials and posting course syllabi.

#### UAC Goals and Plans for 2014-15

- Collect and reply to 100% of IERs and IEPs.
  - Feedback form for IEPs and IERs (handout)
- Specialized and professional accreditations. Departments conducted tremendous work over the summer and several onsite visits are scheduled for 2014-15 (handout)
- Comprehensive Program Review for 2014-15:
  - General Education Program
  - BS in Nursing
  - MS in Nursing
  - Doctor of Public Administration
- Continue focus on core curriculum assessment.

#### Workshops

- **Survey and Rubric Design**
  - Rose Room UC Sept. 23 2 – 3:30 pm
- **Writing Measurable and Meaningful Student Learning Outcomes**
  - Cypress Room UC Sept. 24 2 – 3:30 pm
- **Assurance of Learning – Course Assessment**
  - IDEA Center Nov. 13 2:00-3:30 pm

#### UAC Meeting Schedule for Fall 2014 – West Hall Room 118

Thursday, Oct 23 10:30am

Tuesday, Nov 18 9:00am

There being no further business, the meeting adjourned at 11:29 AM.