University Assessment Committee
Agenda
West Hall 118
Monday, January 30, 2017
10:00-11:00 AM
www.valdosta.edu/uac/

Mission Statement
To foster an environment of continuous improvement in student learning and provision of services to the VSU community through the use of active, ongoing, and constructive assessments.

I.   **Approval of November 16, 2016 Minutes**

II. **Business**
- IER and IEP reviews – Due date February 1, 2017
    - Progress reports or observations from committee members about this year's reports.
    - Still working to obtain IERs/IEPs from non-reporting units: Admissions, Financial Aid, Legal Affairs, Social Equity, Institutional Research, Athletics, Extended Learning, COAS Dean's Office, MSN, BSN, CONHS Dean's Office, BFA Art Teacher Education, COA Dean's Office
- Assessment long-range planning:
    - See sample plan from Department of Mathematics
- Syllabi Audit – pickup again after IER and IEP review is complete
- How are programs storing files for e-portfolios?
    - Googledocs/Googlesites
    - Kaltura
    - D2L
- Discussion about the numerous portals/programs at VSU and how they can be used to track and promote student success, engagement, etc. (Purple Briefcase, MeritPages).

III. **UAC Plans for Year 2016-17**

Month	Meeting Topic	Continuing Work
January 30	Send IER/IEP feedback training / presentation	Evaluate reports and submit in Qualtrics
February 27	Send IER/IEP feedback training / presentation	Evaluate reports and submit in Qualtrics
March 22	Assessment All Stars	Syllabi Audit
April 26	Lunch meeting Chair election Annual Report	
May – August	No Meetings	

IV. **Announcements/Workshops**

SACSCOC Annual Meeting– Dallas, TX Dec. 2-5, 2017
http://sacscoc.org/meeting.asp

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Equity and Assessment: Moving Towards Culturally Responsive Assessment (2017, January). Copy distributed and also available at
http://learningoutcomesassessment.org/documents/OccasionalPaper29.pdf

Introduction to Digital Measures – Pine Hall Room 107
    January 4, 2017   10am - 11 am
    February 2, 2017   3pm - 4pm
    March 7, 2017   11am – 12pm
    April 3, 2017   2:30pm - 3:30pm

Digital Measures for Advanced Users – Pine Hall Room 107
    January 31, 2017   2pm - 3pm
    March 1, 2017   10am – 11am

2017 Assessment Institute in Indianapolis, October 22-24, 2017
To submit a proposal, go to: http://assessmentinstitute.iupui.edu/program/proposals.html
For more information, please consult our website:
http://www.assessmentinstitute.iupui.edu or contact us at phone: (317) 274-4111
or email: planning@iupui.edu
Please consider submitting a proposal on or before the priority deadline of **March 10, 2017.**

Association for Institutional Research (AIR) 2017 Annual Forum:
May 30-June 2, 2017, Washington, DC
http://forum.airweb.org/2017/pages/home

SACSCOC Onsite Visits
Thank you to two VSU faculty members who are representing VSU by sharing their time and knowledge by participating on a SACSCOC Onsite Visit in Spring 2017.
        COEHS Faculty Nanci Scheetz (Jan. 2017)
        COAS Faculty and UAC member Jane Kinney (Mar. 2017)

V. **UAC Meeting Schedule for Spring 2017**
    January 30   10:00 – 11:00am   West Hall 118
    February 27   10:30 – 11:30am   West Hall 118
    March 22   2:30 – 3:30pm   West Hall 118
    April 26   12:00 – 1:00pm   West Hall 118

VI. **Adjourn**

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8.02 Computer Systems Quick Reference Guide

This document is intended as an overview of the accounts available to faculty at Valdosta State University. Steps for gaining access to the primary accounts utilized by new faculty, please visit http://www.valdosta.edu/administration/it/helpdesk/new/

Name/Use	How to Access and Where to Find Support
DegreeWorks is an advising tool to aid in advising with electronic checklists, what-if scenarios, GPA calculators, advising planner, and notes.	DegreeWorks is accessed through Banner or the Faculty Portal. Email degreeworks@valdosta.edu for assistance.
Digital Measures is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement.	From VSU Homepage, click MYVSU, then click Faculty Portal below the login box. Log in and select Resources, then Digital Measures. Go to http://www.valdosta.edu/administration/sacs/faculty-credentials.php for handouts or email digital_measures@valdosta.edu
The **EAS Portal** is where you access Student Opinion Inventory information.	http://www.valdosta.edu/academics/academic-affairs/faculty-access-to-the-eas-portal.php For helpful guide go to: http://www.valdosta.edu/academics/academic-affairs/sois/welcome.php
Galileo, Georgia's Virtual Library is a collection of more than 250 journal, magazine, and newspaper electronic databases covering many subject areas.	Go to http://www.valdosta.edu/academics/library/. When accessing off-campus, click the Anywhere Access link in the Main Menu on the left, then, log in with your BlazeVIEW username and password. After you have done so, click the GALILEO button. This link takes you to live chat and other resources for help: http://www.valdosta.edu/academics/library/general/live-chat.php Call the Reference Desk at 229-333-7149.
VSU **Wireless** provides wireless access to the internet from any campus location.	Select VSU-StartHere in device network list. Launch web browser to connect via SmartPass Connect Wizard. Log into wireless device using your BlazeVIEW username and password. Contact Information Technology Helpdesk at 229-245-4357 or send email to helpdesk@valdosta.edu https://www.valdosta.edu/administration/it/infrastructure/network/wireless.php
PeopleSoft is where you submit your travel expense for reimbursement and access GeorgiaFIRST Marketplace.	From the VSU Home page, select MYVSU, select PeopleSoft Travel and Expenses. Contact Financial Services at 229-333-5708. For help tips: http://www.valdosta.edu/administration/finance-admin/financial-services/travel/

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Office 365 is the home for Valdosta State University email.	From the VSU Home Page, select MYVSU and log in, select VSU email. Call IT Helpdesk at 229-245-4357 for further assistance.
Qualtrics is a web-based survey tool available for use by administrators, faculty, and staff.	From VSU Home Page, select MYVSU and log in. Select Faculty Portal, log in and select Resources. http://www.valdosta.edu/academics/elearning/main/faculty-and-staff/faculty-resources/qualtrics.php
Active Directory is the system that manages logging into Valdosta State University computers.	Use this link for instructions on establishing your account: http://www.valdosta.edu/administration/it/helpdesk/documents/ad-creatingcomputerlogin.pdf Please contact the Information Technology Helpdesk at 229-245-4357 or send an e-mail to helpdesk@valdosta.edu for additional assistance. User Guides: http://www.valdosta.edu/administration/it/helpdesk/vsu-accounts/active-directory.php
ADP is used to access your Pay Statements, W-2, Direct Deposit, Benefits Enrollment/Changes, Personal Address/Phone/Emergency Contacts, Request Extended Leave-FMLA, Military, etc., Request and Report Sick and Vacation leave.	Access from MYVSU, will see link to ADP/Shared Services or go to http://www.valdosta.edu/administration/finance-admin/human-resources/shared-services.php HR related questions: 229-333-5709 Student employee access: 229-333-7574 Training assistance: 229-259-5105 Password/Login issues: 855-214-2644 Payroll related questions: 229-333-5708 User Guides: http://www.valdosta.edu/administration/finance-admin/human-resources/shared-services.php
Banner is the Valdosta State University registration and advising system.	From VSU Homepage, MY VSU, Login, click link for Banner Contact the Office of the Registrar at 229-333-5727 or resistrar@valdosta.edu for Banner User Name or Password issues. For helpful guides go to: http://www.valdosta.edu/administration/it/helpdesk/vsu-accounts/welcome.php
BlazeVIEWD2L (Desire to Learn) is the online learning environment for many VSU courses.	Access from MYVSU, login, click BlazeVIEW or http://www.valdosta.edu/academics/elearning/blazeview.php eLearning Department- 229-245-6490 or blazeview@valdosta.edu for BlazeVIEW related issues. University System of Georgia D2L Help Center
The VSU **Campus Alert** system uses RAVE Mobile Safety to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus.	You will need to make sure you have the following information in ADP under Personal Information, Phone Numbers - Add or Update your Cell Phone 1, Business (Department), Main (desk), Home, and Cell Phone 2 (for SMS Texting) numbers. http://www.valdosta.edu/administration/finance-admin/police/alert/

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Cascade is used to create and maintain departmental web pages.	Access from MYVSU, will see link to Cascade Server CMS. User Guide: http://www.valdosta.edu/administration/it/helpdesk/employee-resources/employee-services/cascade.php
File Sharing and Storage Solutions such as OneDrive, Filelocker, SharePoint, and Network Drives.	User Guide: http://www.valdosta.edu/administration/it/helpdesk/vsu-accounts/file-solutions.php