



University Assessment Committee Meeting Minutes

Date: February 25, 2013

Time: 9:30 – 10:30 AM

Location: West Hall Conference Room 118

Dr. Michael Black (chair) called the University Assessment Committee (UAC) meeting to order on Monday, February 25 at 9:30 am in the West Hall Conference Room.

Members present: Dr. Michael Black (chair), Mrs. Melinda Cutchens, Dr. Hanae Kanno, Dr. Lynn Minor, Dr. Peggy Moch, Mr. Shawn Phippen, Dr. Deborah Robson, and Mrs. Ginger Williams

Members absent: Dr. Byron Brown, Dr. Christy Coons-Yates, Dr. Colette Drouillard, Dr. Ray Elson, Mr. James Holland, Mr. Stanley Jones, Dr. Jane Kinney, and Mrs. Bonnie Martin

Others present: Dr. Mark Smith and Ms. Pat Rozier

The January 23, 2013 minutes were distributed. There were no changes, so a motion was made to accept, seconded, and the minutes were approved.

Old Business

The Rubric Development workshop, hosted by Dr. Teresa Flateby (Georgia Southern University) on February 8th was well attended. Copies of the handouts were distributed to UAC members.

Student Learning Outcomes Audit. Dr. Black is working on the feedback form and will distribute feedback on behalf of the committee soon.

New Business

Mr. Shawn Phippen represented the **Student Affairs Assessment Committee (SAAC)**. He shared a copy of the assessment reporting form the Committee utilizes to collect effectiveness data from each Student Affairs unit. He said that once the form is returned to SAAC, feedback is given to the Directors (and preparers). It was suggested to align the SAAC form to the UAC's IEP/IER forms. Because Student Affairs Units *operates* on the fiscal year, moving up the due dates for the IEP/IER would assist that Division. Units could write reports in July and transmit them to the SAAC in August for feedback/comments before submitting the final version to the UAC. Another suggestion was for UAC representatives to attend a SAAC meeting to discuss assessment and to encourage Student Affairs to begin working on their 2013-14 reports/plans. The Student Affairs Assessment committee website is <http://ww2.valdosta.edu/studentaffairs/assessment/>



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Dr. Mark Smith, co-chair of the **Arts & Sciences Assessment Committee**, spoke about A&S Assessment. Although he has recently joined the A&S Assessment committee, Dr. Smith said the A&S Committee is currently reviewing institutional effectiveness reports and plans for the entire college. He also detailed some priorities for the committee's work. The UAC offered to send a representative to the A&S Assessment Committee anytime one is requested.

Announcements and Reports

- The General Education Council is continuing to refine the scheduling of Core Assessment for the upcoming year.
- VSU's Strategic Planning process is posted at the following link: <http://ww2.valdosta.edu/planning/> A Strategic Planning Retreat is scheduled for all day on Wednesday, March 27, 2013 in the University Center. Some of the UAC members will attend representing their respective departments. It was suggested to ask the Strategic Planning Committee if the prior Strategic Plan could be revised/ revisited.
- Due to UAC members participating in the Strategic Planning Retreat, the meeting scheduled for Wednesday, March 27 has changed to Monday, March 25.
- Dr. Black attended the Complete College Georgia Summit and RACEA meeting last week. Both USG and TCSG institutions were well represented at Georgia Summit.

Spring 2013 Meeting Schedule – West Hall Room 118

Monday, March 25, 2013	9:30 – 10:30 am
Wednesday, April 24, 2013	9:30 – 10:30 am

Adjourn

The meeting adjourned at 10:45 a.m.