



## University Assessment Committee

**September 26, 2016 Minutes**

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

**Time:** 3:00 – 4:00 PM

**Location:** West Hall Room 118

**Members present:** Dr. Michael Black, Dr. Byron Brown, Mrs. Melinda Cutchens, Dr. Ray Elson, Mr. Michael Holt, Dr. James Holland, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Deborah Robson, Ms. Niki Turley, Mr. Brandon Mainer and Mrs. Natalie Kuhlmann

**Members absent:** Mr. Marc Kaiser, Dr. Christy Yates, and Dr. Sudip Chakraborty

**Guest(s):** Ms. Pat Rozier

Dr. Michael Black (Co-chair) called the University Assessment Committee (UAC) meeting to order by welcoming the 2016-17 members on Monday, September 26, 2016 at 3:02 pm in West Hall Room 118.

**Approval of the minutes of April 26 2016 meeting** - The April 26, 2016 minutes were distributed. The minutes were approved. The motion was seconded.

### UAC service to the University

Dr. Black discussed how the UAC, as a committee, serves all areas of the institution. The UAC assists with accreditation compliance particularly with SACSCOC Standard 3.3.1 – Institutional Effectiveness which requires each academic and administrative department to demonstrate continuous improvement.

### Activities since last meeting

Dr. Black informed the committee about the following activities which occurred since the committee’s last formal meeting:

- SACSCOC 5th Year Report feedback received in July 2016. No further information requested.
- Hosted two training courses, Preparing the IER and IEP (Aug. 17 and Sept. 7).
- Hosted one training course, Writing Meaningful and Measurable Student Learning Outcomes (Sept. 14).
- Initial accreditation by ABET for the BS in Computer Science (Aug. 2016).
- Working to wrap-up the 2015-16 Comprehensive Program Review cycle:  
     In August and September, met with Athletic Training, Exercise Physiology, Dental Hygiene, Applied Mathematics, Mathematics, Computer Science, Computer Information Systems, Philosophy & Religious Studies.

### UAC Plans for Year 2016-17

Month	Meeting Topic	Continuing Work
<b>September</b>	-Orientation and Welcome -Ideas for the year -Syllabi audit (build review form in Qualtrics) -News in Assessment (assessment newsletter) -I caught you assessing -Internal document about who is doing what types of assessments	Mentor in your college and division to develop IERs and IEPs  Fall faculty credentials review (IE Office)
<b>October</b>	Training and norming session Review syllabi audit	Evaluate reports and submit in Qualtrics
<b>November</b>	Training/speaker Student Affairs assessment (UBI)	Evaluate reports and submit in Qualtrics



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Month	Meeting Topic	Continuing Work
<b>December</b>	No Meeting	Evaluate reports and submit in Qualtrics
<b>January</b>	Send IER/IEP feedback training / presentations	Evaluate reports and submit in Qualtrics
<b>February</b>	Send IER/IEP feedback training / presentations	
<b>March</b>	Assessment All Stars	
<b>April</b>	Lunch meeting Chair election Annual Report	
<b>May – August</b>	No Meeting	

### Announcements/Workshops

Dr. Black made the following announcements:

Mr. Holt was elected Faculty Senate President for 2016-17.

Mr. Mainer was elected Chair-elect of COSA for 2016-17.

Dr. Gerber sends his thanks to the UAC for its continued hard work.

The next Digital Measures training is scheduled for Tuesday, October 4<sup>th</sup> at 2:30 pm in Pine Hall 107.

Other training dates:

Nov 9 2:00 – 3:00 pm

Dec 1 10:00 – 11:00 am

All Digital Measures training will be held in Pine Hall 107.

Dr. Black informed the committee about Atomic Learning and how to log into the website to access the *Writing your own learning outcome*.

Also about the online professional development tool SkillPort

(<https://valdosta.skillport.com/skillportfe/main.action#whatshappening>).

### Upcoming Meetings/Conference

The 2016 Assessment Institute - Indianapolis, IN is scheduled for October 16-18, 2016

<http://assessmentinstitute.iupui.edu/>

### Meeting Schedule for Fall 2016 - Dates, times, and location(s):

Thurs., Oct. 20                      10:30-11:30 AM                      West Hall 118

Wed., Nov. 16                        3:30-4:30 PM                        West Hall 118

There being no further business, the meeting adjourned at 3:50pm.