



University Assessment Committee Meeting Minutes

Date: January 23, 2013

Time: 2:00 – 3:00 PM

Location: President's Board Room 111

Dr. Michael Black (chair) called the University Assessment Committee (UAC) meeting to order on Wednesday, January 23 at 2:00 pm in the President's Board Room.

Members present: Dr. Michael Black (chair), Dr. Bryon Brown, Mrs. Melinda Cutchens, Dr. Ray Elson, Mr. James Holland, Mr. Stanley Jones, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Lynn Minor, Mr. Shawn Phippen, and Ms. Ginger Williams

Members absent: Dr. Colette Drouillard, Ms. Bonnie Martin, Dr. Peggy Moch, Dr. Deborah Robson, and Dr. Christy Coons-Yates

Others present: Dr. Karen Sodowsky (*for Deborah Robson*) and Ms. Pat Rozier

I. Minutes

The November 14, 2012 minutes were distributed. There were no changes, so a motion was made to accept, seconded, and the minutes were approved.

December 12, 2012 – UAC did not meet due to holidays.

II. Old Business

- Updates:
Institutional Effectiveness Reports and Plans
The Committee has reviewed about 80% of the reports/plans and is currently working on the remaining 30 IEP/IERs to provide feedback to the departmental preparers.

III. Business

- Eleven degree programs are undergoing Comprehensive Program Review in 2012-13. Faculty members are utilizing data to prepare a written CPR analysis which will be reviewed at several levels. Although the UAC as a committee is not directly involved in the review, individual committee members may be asked to assist with their respective departments or colleges.
- New major summary reports have been added to the Data Warehouse portal (samples distributed) to the committee. The Data Warehouse is a great tool obtaining data for department/college/major/division assessment. For more information, contact the Data Warehouse team at vsudatawarehouse@valdosta.edu.



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- The Student Outcome Learning Audit project for January and February (distributed) was discussed. While reviewing/reading through IEPs/IERs, it was discovered that some student learning outcomes in the Catalog were not measurable or observable which presents challenges to departments for assessment. The committee will provide feedback to department heads/program coordinators about the student learning outcomes. Dr. Black distributed a preliminary audit for the Student Learning Outcomes (SLO) and a draft SLO feedback form for the committee's review. Any comments about the documents can be sent to Dr. Black.
- Dr. Ray Elson represented the Langdale College of Business Administration (LCOBA)'s Assessment Committee. He discussed what LCOBA does for assessing the Bachelors of Business Administration (BBA) and Masters and Web Business Administration (MBA/W MBA) programs. He distributed examples of the LCOBA Assessment documents utilized for the recent AACSB reaffirmation and stated that the assessment documents are posted online <http://ww2.valdosta.edu/lcoba/AssuranceofLearningNEW.shtml>
At the recommendation by their accreditation body, the LCOBA Assessment Committee will begin reviewing all of the college's goals this year.

Announcements and Reports

A Rubric Development workshop will be held in Odum Library Auditorium Room 1160 on Friday, February 8, 2013 from 1:00-3:00PM. The workshop is open to everyone and will be conducted by a colleague at Georgia Southern University (delivered via live webcast).

Spring 2013 Meeting Schedule – West Hall Room 118

Monday, February 25, 2013	9:30 – 10:30 am
Wednesday, March 27, 2013	9:30 – 10:30 am
Wednesday, April 24, 2013	9:30 – 10:30 am

Adjourn

The meeting adjourned at 2:50 p.m.