



## University Assessment Committee

September 27, 2017 Minutes

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

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**Time:** 3:00pm – 4:00pm

**Location:** West Hall Room 1002

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**Members present:** Dr. Michael Black, Dr. Sudip Chakraborty, Mrs. Melinda Cutchens, Dr. Aubrey Fowler, Dr. Jane Kinney, Mrs. Natalie Kuhlmann, Dr. Deborah Robson, Ms. Niki Turley, and Dr. Terence Sullivan

**Members absent:** Mr. Michael Holt, Dr. Hanae Kanno, Dr. Peggy Moch, and Dr. Christy Yates

**Guest(s):** Pat Rozier

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Dr. Michael Black (Co-chair) called the University Assessment Committee (UAC) meeting to order on Wednesday, September 27, 2017 at 3:01 pm in West Hall Room 1002.

Dr. Black welcomed the 2017-18 members and introduced the representatives from the College of Business Administration, Dr. Aubrey Fowler and Division of Student Success, Dr. Terence Sullivan. The committee is waiting on appointments for the year from the Division of Advancement and College of Nursing and Health Sciences.

**Approval of April 26, 2017 minutes** – The April 26, 2017 minutes were distributed. The minutes, with corrections, were approved. The motion was seconded.

**Committee 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.

UAC's main function for the past eight years has been the evaluation of Institutional Effectiveness reports and plans. Data and content changes every year but the organizational process has continued to do well.

Dr. Fowler shared information about the Realizeit Data software.

**Activities since last meeting (April 26, 2017)** – Dr. Black informed the committee about the following activities that occurred since the last formal meeting:

- Attended 2017 AIR Forum. There were lots of sessions on assessment.
- Received letter from SACSCOC dated June 7, 2017 which administratively moves VSU's reaffirmation from 2020 to 2021.
- VSU's Policy Administration transferred from Internal Audits to Institutional Effectiveness (June 21, 2017).
- FY2017 Final Report on Innovation Grants: <http://www.valdosta.edu/academics/institutional-effectiveness/innovate/fy17-report.php>
- SACSCOC has recommended revisions to the current principles (see <http://www.sacscoc.org/2017ProposedPrinciples.asp>) to be voted on in December 2017. This has the potential to alter slightly some of our committee's work.
- 2017-18 VSU Academic Catalogs were released May 2017.
- Individual assessment consultations with units: Campus Recreation, Event Services, Access Office, and others.



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- Offered two working sessions on Preparing the IER and IEP (Aug. and Sept. 2017).
- Offered Advanced Assessment Instrument Design workshop (Sept. 21, 2017).
- Participated in two strategic planning sessions (Aug. and Sept. 2017).

### UAC Plans for Year 2017-2018 include:

- Promote meaningful assessment practices throughout the institution.
- Dean Mike Savoie (Honors College) is creating an ad hoc advisory group to discuss e-portfolio solutions.
- Review IERs and IEPs
  - As of 09/26/17, we have received 7 of 166 IER/IEP
  - IERs and IEPs are due September 30, 2017.
- Work in teams to review some sample reports and plans.

### Workshops scheduled for 2017-2018:

Workshop	Date	Time	Location
<b>Advanced Assessment Instrument Design</b>	October 18, 2017	2:30 - 4:00 pm	UC Cypress Room
<b>Digital Measures Introduction</b>	August 3, 2017 August 21, 2017 September 12, 2017 October 4, 2017 November 9, 2017 December 1, 2017 January 5, 2018 February 5, 2018 March 6, 2018 April 4, 2018	3:30 pm – 4:30 pm 3 pm – 4pm 10:30 am– 11:30 am 2 pm – 3 pm 3:30pm – 4:30 pm 11 am – 12 noon 10am – 11 am 2:30pm – 3:30 pm 10 am – 11 am 2:30 pm – 3:30 pm	Odum Library 3270 Odum Library 3270 Odum Library 2633 Odum Library 2633
<b>Introduction to Regional Accreditation</b>	November 8, 2017	2:00-3:00 pm	Nevins Hall 1060C

Dr. Black reminded the committee about Atomic Learning and using the website to access

*Writing your own learning outcome:*

To login to Atomic Learning:

Select: MyVSU from any VSU webpage

Login: with your Active Directory account

Select: Atomic Learning

Online professional development toll VSU SkillPort

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

### Upcoming Meetings/Conference

Dr. Black will be attending the 2017 Assessment Institute in Indianapolis, IN scheduled for October 22 -24, 2017. <http://assessmentinstitute.iupui.edu/>



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Dr. Black made the following announcements:

(1) Dr. Carvajal invites everyone to attend the **Welcome Reception** to meet of our new administrators:

Dr. Robert “Bob” Smith – Provost & Vice President for Academic Affairs

Dr. Rodney Carr – Vice President for Student Success

Mr. Daryl Lowe – Assistant Vice President for Student Affairs & Dean of Students

Mr. Lee Davis – Chief Legal Affairs Officer

The Welcome Reception will be held on Monday, October 16, 2017 at the University Center from 5:00 until 7:00 PM.

(2) **The Presidential Investiture** of Dr. Carvajal will be held October 26 – 28, 2017. The investiture schedule can be found at <http://investiture.valdosta.edu/>.

(3) **The Budget Advisory Council (BAC)** will hold on-campus budget presentations for Cabinet members and Deans who will present the division/college’s funding request on Friday, November 3<sup>rd</sup>. Presentations will be held at the University Center Theatre from 8:30 am until 12:30 pm.

(4) **West Hall Room Changes** – West Hall is converting from a 3-digit numbering to the 4-digit numbering system. Room changes known thus far:

Office	Old	New
President	117	1004
Hall of Fame Conference Room	118	1002
Academic Affairs	107	1013
Legal Affairs	125	1301
Modern & Classical Languages	128	1306
English	207	2109
Political Science	238	2306
Public Administration	229	2301

**UAC Meeting Schedule for Fall 2017** - Dates, times, and location(s):

Monday, October 30, 2017      1:30 – 2:30 PM      Nevins Hall Room 1060C

Thursday, November 30, 2017      10:00 – 11:00 AM      West Hall Room 1002

There being no further business, the meeting adjourned at 4:00 PM.