



## University Assessment Committee Meeting Minutes

**Date:** March 25, 2013

**Time:** 9:30 – 10:30 AM

**Location:** West Hall Room 118

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The University Assessment Committee (UAC) meeting was called to order on Monday, March 25 at 9:30 am by Dr. Michael Black (Chair).

**Members present:** Dr. Michael Black (Chair), Mr. Stanley Jones, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Lynn Minor, Dr. Deborah Robson, and Mrs. Ginger Williams

**Members absent:** Dr. Bryon Brown, Dr. Christy Coons-Yates, Mrs. Melinda Cutchens, Dr. Colette Drouillard, Dr. Ray Elson, Dr. James Holland, Mrs. Bonnie Martin and Mr. Shawn Phippen

**Others present:** Ms. Pat Rozier

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The minutes for the February 25 meeting were distributed. These minutes were amended and approved.

### Old Business

Distribution of student learning outcomes audit - Documents were sent out March 8, 2013. Dr. Black thanked Dr. Kinney for helping with the wording. UAC has received positive feedback from the departments.

Institutional effectiveness reports and plans – Documents are posted to the UAC website. There was discussion on who has access to the IE documents. The information on the website is only available to those who have the user name and password. The website is password protected due to confidential information in the documents. Some departments have the information posted on their websites.

### New Business

Dr. Lynn Minor, Director of Program and Unit Assessment for the Dewar College of Education, provided a handout of COE programs along with the accreditation and reviewer timeline. She talked about preparing the annual reports for the various agencies and federal and state regulators. Discussion continued about the changes for new teacher requirements in the school systems. The COE will have its next NCATE site visit in 2014. Each teacher preparatory program uses LiveText to collect assessment results which can be analyzed and exported. The COE Assessment Committee consists of representatives from each VSU department and P-12 *administrators/* teachers.

Dr. Black demonstrated how to set up a survey using the Qualtrics Survey Tool. Currently, all employees have access to use Qualtrics for research, surveys, etc. Qualtrics training classes are scheduled for March 29 through April 11, 2013.



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### **Announcements and Reports**

General Education Council – Met with the Area C (Humanities/Fine Arts) faculty. The next meeting will be with the Area E (Social Sciences) faculty. The Council is beginning its work on reviewing test questions used for assessment in core courses. Workshops about reliability of multiple choice tests are planned for fall term.

QEP Call Proposals (2013) – Open Session for the 2013 QEP Proposals will be today (March 25) from 12:00-1:00 pm and tomorrow (March 26). Information for submitting a proposal is available at the following website:  
<http://www.valdosta.edu/sacs/qep/index.shtml>

Undergraduate Research Symposium – The Symposium will be held on Monday, April 1 and Tuesday, April 2, 2013. Events will be held in the Student Union.

### **Meeting Schedule**

The UAC next meeting will be on Wednesday, April 24 from 9:30 – 10:30 am in West Hall Room 118. This will be the last meeting of the year. We will also discuss the meeting schedule for next year.

The meeting adjourned at 10:31 A.M.