



**University Assessment Committee**  
Meeting Minutes

**Date:** August 15, 2012

**Time:** 2:30 – 3:30 PM

**Location:** Board Room – West Hall 118

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Dr. Michael Black called the University Assessment Committee (UAC) meeting to order on Wednesday, August 15 at 2:29pm in the Board Room (West Hall 118).

**Members present:** Dr. Michael Black (Chair), Dr. Bryon Brown, Mrs. Melinda Cutchens, Dr. Colette Drouillard, Dr. Ray Elson, Mr. James Holland, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Lynn Minor, Ms. Ginger Williams, Dr. Christy Yates, Mrs. Bonnie Martin, and Dr. Ray Young (proxy for Dr. Deborah Robson)

**Members absent:** Mr. Stanley Jones, Dr. Peggy Moch, Dr. Deborah Robson, and Mr. Shawn Phippen

**Others present:** Mr. Brian Haugabrook and Ms. Pat Rozier

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#### **Approval of Minutes**

**May 16, 2012** – A motion was made to approve the minutes. The motion was seconded.

**June 20, 2012** – No minutes because this was an optional review meeting.

**July 18, 2012** – No meeting.

#### **Old Business**

The VSU Complete College Georgia (CCG) institutional plan was submitted to USG on June 29, 2012. Feedback was received from USG on August 1, 2012 and revisions will be submitted by August 22, 2012.

#### **New Business**

Mr. Brian Haugabrook, Director of the Data Warehouse, provided a handout and conducted a brief demonstration of dashboard capabilities of our new data warehouse. He stressed that this will be important for data reporting for the Academic and Administrative Units. Training for the colleges will be completed by the end of Fall 2012. For more information, comments or suggestions, contact Mr. Haugabrook at [bahaugab@valdosta.edu](mailto:bahaugab@valdosta.edu).

The memorandum requesting Institutional Effectiveness 2011-12 Reports and 2012-13 Plans was emailed to department and unit heads on August 10 and 13, 2012. The templates are posted on the UAC website <http://www.valdosta.edu/uac/> for academic units, administrative units, and community service/research units. The template has been updated slightly for Academic Affairs Units (added sections for core, major, and graduate assessment). The IERs/IEPs are due on **Sunday, September 30, 2012**.

The three-year review rotation of reports and plans was distributed to the Committee. There was a request to post the documents in BlazeView so reviewers can send feedback by email. A copy of the suggested rubric and SMART goals presentation was also distributed. An email will be sent to committee members once the IEP and IER documents become available.



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Dr. Black informed the Committee that he is working to locate external trainers to visit VSU to offer training in administrative goals assessment, student learning outcomes assessment, and core curriculum assessment. It was suggested to provide a core curriculum assessment training session on Friday, November 9, 2012 from 12:00 pm until 3:00pm, in conjunction with the Core Matters Conference (November 8-9, 2012).

**Announcements and Reports**

Welcome to new committee member Ms. Bonnie Martin who will represent the University Advancement division.

The Comprehensive Program Review website <http://www.valdosta.edu/uac/programreview.shtml> has been updated with the newest CPR forms. If your unit is undergoing CPR this year, there is an orientation meeting scheduled on Sept. 7, 9:30-10:30, West Hall 118.

Academic Affairs has instituted a new Academic Data Report. Departments should collect the requested information every year and examine emerging trends to plan for the upcoming academic year. The template is posted at <http://www.valdosta.edu/uac/programreview.shtml>

The General Education Council will be collecting core course assessments in February and ~~June~~ September of each year (according to their scheduled rotation). The schedule and collection form are posted at <http://www.valdosta.edu/uac/programreview.shtml>

Digital Measures (DM) will be implemented for the College of Education this fall. A training session was held for their faculty on August 7, 2012. The goal is to have all of the University on DM by the end of Summer 2013. An informational video about Digital Measures is available at <http://www.digitalmeasures.com/aifdemo/faculty.html> (the assessment preview begins at **10:55**).

The remaining UAC meetings for Fall 2012 will be held in West Hall 118:

- Thurs, September 20, 2012 10:30 AM
- Thurs, October 18, 2012 10:30 AM
- Wed, November 14, 2012 2:30 PM
- Wed, December 12, 2012 2:30 PM

The meeting adjourned at 3:34 p.m.