



## University Assessment Committee Minutes

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**Date:** September 25, 2013

**Time:** 2:30 – 3:30 PM

**Location:** West Hall Room 118

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

**Members absent:** Dr. Peggy Moch, Mr. Shawn Phippen, and Dr. Christy Coons-Yates

**Others present:** Dr. David Danahar and Ms. Pat Rozier

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Dr. Michael Black (Chair) called the University Assessment Committee (UAC) meeting to order on Wednesday, September 25 at 2:30 pm in West Hall Room 118.

**Approval of August 21 minutes** – The August 21, 2013 minutes were distributed. A motion was made to approve the August 21 minutes. The motion was seconded and approved.

### **Announcements and Reports**

General Education Council - Two training sessions on undergraduate core curriculum assessment will be held on October 4, 2013. Session 1 begins at 1:00 pm and Session 2 begins at 2:00 pm at the IDEA Center.

Training sessions on “Preparing your Faculty Activity Report” are scheduled for September 25 in Odum Library 1604 at 4:00 pm and September 27 in Student Union Meeting Room 1A at 11:00 am.

Digital Measures training classes scheduled are for October 11 at 10:00 am and November 13 at 4:00pm. Both classes will be held in the Web Services Training Room. Additional sessions will be planned for Spring 2014.

Innovations in Teaching and Learning panels and workshops are scheduled for November 7 - 8 at the University Center. Discussion topics will cover innovations in learning, assessing learning and measuring success, strategies for engaging students’ critical thinking in the classroom, and strategies for engaging students outside the classroom.

### **Business – Review of Institutional Effectiveness 2013-14 Plans and 2012-13 Reports**

As of September 24, 2014, we have received 10 out of the 173 (5.7%) IEPs/IERs for review. IEPs/IERs are due on September 30. As reports/plans are received, the documents will be uploaded into LiveText for review.

Members divided into teams of two to review submitted assessment reports and plans and draft feedback.

### **Other announcements**

Dr. Black introduced Interim Provost and VP for Academic Affairs, Dr. David Danahar. Dr. Danahar talked about his experiences with assessment. The UAC members introduced themselves and Dr. Danahar thanked the committee members for their continued service.

Dr. Black demonstrated LiveText as a method for us to securely store the assessment data and accreditation documents.

The Planning and Budget Council approved the VSU Strategic Plan 2013-2019 at the September 20 meeting.

Over the summer, there was the creation of a new division, **Enrollment, Marketing & Communications**; it was suggested to contact the division vice president to appoint a representative to serve on UAC.

### **UAC Meeting Schedule – West Hall Room 118**

Schedule meeting dates and times

Thurs., Oct. 17 – 10:30 – 11:30am – Nevins Hall 1033

Tues., Nov. 19 – 10:00 – 11:00am

Dec. - to be scheduled if needed

There being no further business, the meeting adjourned at 3:30 pm.