



**University Assessment Committee**  
Meeting Minutes

**Date:** October 18, 2012  
**Time:** 10:30 AM – 11:30 AM  
**Location:** West Hall Conference Room 118

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Dr. Michael Black (Chair) called the University Assessment Committee (UAC) to order on Thursday, September 20 at 10:32 am.

**Members present:** Dr. Michael Black (Chair), Mrs. Melinda Cutchens, Dr. Hanae Kanno, Dr. Jane Kinney, Dr. Christy Coons-Yates, Ms. Ginger Williams, Mr. James Holland, Mrs. Bonnie Martin

**Members absent:** Dr. Byron Brown, Mr. Stanley Jones, Dr. Lynn Minor, Dr. Peggy Moch, Mr. Shawn Phippen, Dr. Raymond Elson

**Other(s) present:**

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The minutes for September 20, 2012 were distributed and approved.

**Old Business**

**New Business**

UAC members used the meeting time to divide into five Review Teams and began reading IEPs and IERs. Comments can be compiled within the group and then sent to M. Black for referral to the original preparers.

**Announcements and Reports**

The UAC and GEC will jointly sponsor a day of assessment workshops to promote institutional effectiveness and culture of evidence on November 9<sup>th</sup>. A flyer was distributed with this information and those who participate in the preparation of IERs and IEPs will be especially encouraged to attend.

J. Kinney requested to inform our presenter of our current IE practices so her presentation would align to our current practices.

C. Yates requested to inform the Office of Training and Development with the final workshop attendance count so that it can be recorded in official training records.

P. Rozier will prepare a Doodle pool for UAC members to select meeting dates for Spring (January, February, March, April).

Members discussed business topics for Spring UAC meetings. The group decided to invite a representative from each college/division assessment committee to discuss how the UAC can better serve our colleges.

Members decided to cancel the scheduled December 12<sup>th</sup> meeting because it falls after fall graduation, and we anticipate our fall business to be concluded by that time.

The meeting adjourned at 11:30am.