



**University Assessment Committee**  
**October 20, 2016 Minutes**  
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**Time:** 10:30 – 11:30 AM

**Location:** West Hall Rm 118

**Members present:** Dr. Michael Black, Dr. Byron Brown, Dr. Sudip Chakraborty, Dr. Ray Elson, Mr. Michael Holt, Mrs. Natalie Kuhlmann, Mr. Brandon Mainer, Dr. Peggy Moch, and Dr. Deborah Robson

**Members absent:** Mrs. Melinda Cutchens, Dr. James Holland, Dr. Hanae Kanno, Mr. Marc Kaiser, Dr. Jane Kinney, Ms. Niki Turley, and Dr. Christy Yates

**Guest(s):** Pat Rozier

Dr. Michael Black (Co-Chair) called the University Assessment Committee (UAC) meeting to order at 10:32 AM.

**Approval of September 26 Minutes** – The September 26, 2016 minutes were distributed. A motion was made to approve the minutes. A motion was made to approve the minutes; the motion was seconded and approved.

**Announcements and Reports**

- Digital Measures Training is scheduled for December 1 from 10 – 11am in Odum Library 2633.
- [VSU 2017 Leadership Academy](#) – applications due November 7 at 5:00pm

**Old Business**

**Syllabi Audit** ([https://valdosta.co1.qualtrics.com/SE/?SID=SV\\_cAe14wHo2xphFul](https://valdosta.co1.qualtrics.com/SE/?SID=SV_cAe14wHo2xphFul))

Dr. Black showed the committee the first syllabi audit checklist draft in Qualtrics. The committee provided numerous suggestions to improve the form. It has been several years since the UAC conducted a random syllabi audit. Dr. Robson volunteered to review the College of the Arts syllabi and Dr. Elson volunteered to review the College of Business Administration syllabi. Dr. Black has been working the past two months to collect Fall 2016 syllabi into Digital Measures.

**IERs and IEPs norming session**– Completed IERs and IEPs were distributed for the committee to review and discuss elements.

**UAC Goals 2016-17**

Month	Meeting Topic	Continuing Work
<b>September</b>	-Orientation and Welcome -Ideas for the year -Syllabi audit (build review form in Qualtrics) -News in Assessment (assessment newsletter) -I caught you assessing -Internal document about who is doing what types of	Mentor in your college and division to develop IERs and IEPs  Fall faculty credentials review (IE Office)

<b>Month</b>	<b>Meeting Topic</b>	<b>Continuing Work</b>
	assessments	
<b>October</b>	Training and norming session- 2 administrative reports/plans  Review syllabi audit Qualtrics form	Evaluate reports and submit in Qualtrics
<b>November</b>	Training/speaker Student Affairs assessment (UBI)	Evaluate reports and submit in Qualtrics
<b>December</b>	No Meeting	Evaluate reports and submit in Qualtrics

### **Meeting Schedule – Spring 2017 TBD**

There being no further business, the meeting adjourned at 11:30 AM. The next UAC meeting will be Wednesday, November 16<sup>th</sup> at 3:30 pm.