

Office of Executive Director of Institutional Effectiveness (EDIE) and Human Resources

WHAT: University Assessment Committee (UAC) Meeting Minutes

WHEN: 3:00, 18 April 2017

WHERE: Caspari, 3rd Floor Conference Room

Attendees: Frances Conine, Curtis Penrod for Danny Upshaw, Daphne Sampite, Vickie Gentry, Katrina Jordan, Joel Hicks, Greg Handel, Jennifer Kelly, Leah Jackson, Yvette Ceasar-Williams, Dustin Eubanks, Jon Caliste, Abbie Landry, Debra Clark, Donna Johnson, Roni Biscoe and Frank Hall.

Of note:

- ❖ Meeting called to order at 3:05 by UAC Chair
- ❖ Minutes from the 22 Mar 17 UAC meeting were approved.
- ❖ Updated the 2017 – 2018 Assessment Plan submissions at 74 of 117.
- ❖ The University Assessment Process Guide is now final
- ❖ Mentioned that the SACSCOC Visit Report arrived on 5 April with no surprises and that we would continue on the established plan of action.
 - Discussed the Outcome and Measures two-page guide to help in the development and validation of both outcomes and measures.
 - Highlighted to those that have completed their 2017-2018 Assessment Plans the need to transition to the 2016-2017 assessment. Those that have not submitted their 2017-2018 plans should do so soonest and then transition. *It is the quality of our assessment that will be evaluated by SACSCOC.*
- ❖ Requested each member to provide their vacation or other know absences to Frank Hall. Please include your designated *points of contact for when you are gone.*
- ❖ ***Assessments on each program / unit due 15 June 2017 – information cut-off date is 12 May 17. Should be approved through Dean or VP prior to 15 June 17.***
- ❖ **Next meeting @ 30 May 2017** (status on data collection and analysis)
- ❖ Meeting adjourned at 3:35.

Prepared by: Frank Hall

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