



## University Assessment Committee

### Minutes

Friday, November 1, 2024

10:00-11:00am

West Hall President's Board Room

[www.valdosta.edu/uac](http://www.valdosta.edu/uac)

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#### Mission Statement

*To foster an environment of continuous improvement in student learning and provision of services to the VSU community through the use of active, ongoing, and constructive assessments.*

Dr. Black called the meeting to order at 10:03am.

Present: Michael Black, Hanae Kanno, Natalie Kuhlmann, Talley Mulligan, Huiting Qi, Emily Rogers

Absent: Michele Blankenship, Sudip Chakraborty, Luis Gonzalez, Terence Sullivan, Josh Pifer

#### I. Welcomed and Introduced Members for 2024-25

- Michael Black, Chair, Director, Institutional Effectiveness
- Michele Blankenship, Associate Professor of Nursing and Director of Simulation
- Sudip Chakraborty, Professor of Computer Science
- Luis Gonzalez, Professor of Economics
- Hanae Kanno, Associate Professor of Social Work
- Natalie Kuhlmann, Director, Professional Education Services
- Talley Mulligan, Associate Professor of Mass Media
- Josh Pifer, Associate Professor of Music
- Huiting Qi, Assistant Professor of Public Administration
- Emily Rogers, Professor and Reference Librarian, Odum Library
- Terence Sullivan, Coordinator, Student Retention and Success

Members shared some experiences from the recent hurricane.

#### II. Approved April 22, 2024 minutes

Emailed to committee members 10/29/24 and posted at

<https://www.valdosta.edu/administration/university-assessment-committee/documents/uac-minutes-042224.pdf>

#### III. Reviewed how the UAC Serves the University

UAC members assist our institution by improving assessment reporting procedures as well as evaluate the assessments themselves to ensure that departments are collecting meaningful data and using it for continuous improvement of their programs.

- Regional accreditation requires institutional commitment to the concept of quality enhancement through continuous assessment and improvement.  
*SACSCOC Standard 7 and 8*
  - 7.1. The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (Institutional Planning)

- 7.3. The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved. (Administrative effectiveness)
- 8.2. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:
  - A. Student learning outcomes for each of its educational programs. (Student outcomes: educational programs)
  - B. Student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs. (Student outcomes: general education)
  - C. Academic and student services that support student success. (Student outcomes: academic and student services)
- **What are the Responsibilities of Committee Members?**
  - Review (independently or as a team) institutional effectiveness reports and plans collected in fall semester by applying an online checklist and by the agreed upon deadline
  - Provide feedback and support to departments about their assessment programs and activities
  - Create and sustain an institutional culture of assessment in each department, college, and administrative division
  - Communicate with faculty and staff about promising assessment models and promote unit/program ownership of the assessment process
  - Apply expertise in assessment through a proactive, collaborative, practical, honest, and candid approach
  - Encourage alignment of assessment activities to learning outcomes or program outcomes
  - Coordinate and communicate with the General Education Council about student learning and core curriculum assessment
  - Recommend training materials to support student learning and/or planning
  - Commit to attending all scheduled meetings

#### **IV. Reviewed assessment activities since last meeting (April 22, 2024):**

- Emailed memo to campus requesting IERs and IEPs (Aug. 1, 2024).
  - Posted at <https://www.valdosta.edu/administration/university-assessment-committee/>
  - Reached out to new program coordinators, new department heads, and new unit directors to inform them about the IE process at VSU.
- Offered two virtual sessions on Preparing the IER and IEP (Aug. 28 and Sept. 3, 2024).
- Met with new interim Biology department head regarding assessment for the department (Sept. 5, 2024).
- Comprehensive Program Review Orientation Meeting (Sept. 6, 2024)

#### **V. Discussed UAC Business and Plans for Year 2024-25**

- Reviewed 2023-24 IERs and 2024-25 IEPs
  - Request memo sent to departments and units (Aug. 1, 2024)
  - Collected IERs and IEPs as of 10/29/2024: 24 of 126 (19.0%)
    - There is a decrease in the number of units due to the deactivation of several programs last year.
    - LCOBA is the first college to submit all documents this cycle.
  - Review of file locations (V:\dept\Institutional\_Effectiveness\Assessment Reports)

- Targeted deadline for reviews: January 1, 2025
- 2023-24, 2024-25, and 2025-26 reports will be shared with external reviewers in next SACSCOC Interim Report
- Assignments for IER and IEP reviews were distributed.
- The members performed a group review of two reports and discussed

#### **VI. Announcements/Workshops**

- New General Education Coordinator: Dr. Donna Sewell, Professor of English
- Registration is open for the 2024 Assessment Institute, Oct. 27-29, 2024, Indianapolis. See <https://assessmentinstitute.iupui.edu/registration/index.html>
- Budget Advisory Council, Nov. 1, 2024, 9:00am, Cypress Room

#### **VII. UAC Meeting Schedule for Fall 2024**

- Nov. 1, 2024, 10:00-11:00, West Hall 1002
- Dec. 2, 2024, 9:00-10:00, West Hall 1002

What if I cannot attend the meeting? Consider sending a representative for your unit. All UAC meetings are open meetings and guests are welcome.

#### **VIII. Adjourned at 11:11am.**