

Academic Assessment Committee Meeting Minutes

October 13, 2020 – 3:00 pm

Zoom Meeting

Present: Timothy Brophy, Erik Black, Melissa Johnson, Moon Lee, Roger Maioli, Chelsea Smart, Laura Spears Christine Voigt and Jinying Zhao

Absent: Brianna Adan, Lee Morrison, and Toby Shorey,

1. **Welcome and Introductions:** Dr. Brophy began the meeting by welcoming everyone and introductions were made.
2. **May 12, 2020 Meeting Minutes:** Dr. Roger Maioli moved to approve the minutes, Dr. Chelsea Smart seconded the motion, all were in favor and the minutes were approved.
3. **Quest II Assessment Task Force:** Dr. Brophy discussed the similarities and the differences in Quest I and Quest II outcomes. No task force has not been formed yet.
4. **Equity & Fairness Task Force:** Dr. Brophy shared with the committee that he is in the process of developing a task force to set standards or guidelines for faculty to follow maximize, fairness and equity in their course assessments and the assessment of program effectiveness.

The purpose of the Academic Assessment Committee will be to take a leadership role in the task force. Dr. Brophy asked the committee if this would be a good task force for the committee to be involved. The committee members felt that this is a great idea.

5. **AAP Approvals Requests:**

Team I – Microsystem Technology Graduate Certificate – Recycle

The committee recycled this request because they did not have a rubric or a detailed scoring procedure for their review. The request provides a sample question as an assessment example, and states that "This outcome will be directly assessed via grading of a homework problem in EEE 5405. This outcome is met if 75% of the students score 80% or higher on the homework problem." The committee is unclear on the scoring procedure used to determine the percentage of points earned and requests additional information to clarify the procedure. The committee recommends (but does not require) that the faculty consider include output data as well as input data for the program goal - the program goal aspires to increase enrollment by 10% per year, but does not consider the output - the number of students who earn the certificate - as a measure of the program goal.

Ms. Christine Voight moved to recycle, Dr. Erik Black seconded the motion, all were in favor for approval.

Hardware & Systems Security Graduate Certificate – Conditionally Approved

The committee conditionally approved this request because additional information regarding the levels of achievement for each criterion is needed. The request includes the weights given to each criterion as percentages, but the committee requests a description of how these percentages will be determined or a rubric clarifying this process. Dr. Melissa Johnson moved to conditionally approve, Dr. Chelsea Smart seconded the motion, all were in favor for approval.

Team II – Biomedical Engineering (BSBME) – Recycled

The committee recycled this request because the program goals are appropriate, but the committee requests a description of how the “Critical Tracking GPA” is evaluated. The SLOs are fine as stated but the committee requests a rubric or scoring guide that provides descriptions of the levels of achievement (1-5) for each of the SLO areas. Dr. Roger Maioli moved to recycle, Dr. Moon Lee seconded the motion, all were in favor for approval.

Master of International Construction Management – Approved.

Dr. Chelsea Smart moved to approve, Dr. Erik Black seconded the motion, all were in favor for approval.

Team III – Forest Health and Resilience – Approved.

Ms. Christine Voight moved to approve, Dr. Erik Black seconded the motion, all were in favor for approval.

Team IV – Transportation Operations and Planning Grad Cert. –Recycled

The committee recycled this request because of the following reasons: 1. Revise the SLO to meet UF guidelines - the committee will not approve SLOs that start with "Learn" 2. Include the threshold of acceptability for the SLO. 3. Provide a rubric that describes each level of achievement; the committee was unable to determine this from the bulleted list provided as the assessment measure.

Dr. Moon Lee moved to recycle, Dr. Laura Spears seconded the motion, all were in favor for approval.

6. **2021 Assessment Conference:** Dr. Brophy briefly talked about the 2021 Assessment Conference that it will be done virtually and a date was established for March 26, 2021.

7. **UF Journal update, The Journal of Assessment in Higher Education:** Dr. Spears discussed what the journal of Assessment is and gave an update about what is going on with the journal. The next issue will come out the end of November the beginning of December.

8. **Next meeting:** Tuesday, November 10, 2020 3:00p.m.

Meeting adjourned at 4:10 p.m.