Academic Assessment Committee Meeting Minutes
February 12, 2013
Provost's Conference Room, 239 Tigert

Present: Tim Brophy, Mark law, Margaret Fields, Marie Zeglen, Jiangeng Xue, Catherine Emihovich, Anne Kendall, Cheryl Gater, Joanne Foss, Bernard Mair

January 8, 2013 Meeting Minutes: Mark Law moved to approve, Margaret Fields seconded, all were in favor, and the minutes were approved.

International Studies Request: Instead of focusing the communication SLO on communicating in the student's language of study, the SLO now focuses on the general ability to communicate. Mark Law moved to approve, Catherine Emihovich and Anne Kendall seconded, all were in favor, and the request was approved.

Sustainability Studies Request: The capstone course now assesses all four SLOs. The committee recommends returning the request so active verbs can be incorporated into the SLOs. They also would like to request an explanation for the single faculty member evaluation.

Interior Design Request: Requesting an SLO and assessment measure change. The rubric included at the end of the document does not provide descriptions of the different levels of achievement. The committee recommends returning the request and asking for a more developed rubric sample.

Certificate AAPs: Tim Brophy reviewed the plans and provided comments to the committee.
- **Construction Project Management**: The SLOs contain active verbs, but are they measurable? No rubric is provided. Other DCP plans have similar issue.
- **Fine Arts**: Request rubrics added to plans.
- **Pharmacy**: One plan but covers 5 certificates. All SLOs are the same but there should be 5 sets of data when the programs submit to Compliance Assist! Requesting a rubric example.
- **Education and Healthcare Transition**: The mission shouldn't include counseling since the program doesn't cover counseling. The assessments start in 2014-15 but should start in 2013-14 because there are students currently enrolled. The program also uses a pre and post survey to measure knowledge but the surveys are anonymous, so there isn't a way to track progress. The SLOs are more like Program Goals. Committee suggests recycling.
- **Forensic Vocational Rehabilitation**: Assessment of SLO is based on GPA. Recycle and ask to provide assessments.

Graduate AAPs: Return the CLAS plans so that the SACS Coordinator can review them. SACS Coordinators need to review the plans before uploading to the approval site. The college approver in the system is not always the SACS Coordinator.

Undergraduate AAPs: The committee suggests returning the Business AAP to the college to update the SLOs with active verbs.

Data Storage: Tim Brophy asked the committee to think about the need for storage space for data collection. Would it be a web interface or could Sharepoint be an option? It would create a common space for SACS Coordinators to view data and documentation. It would be an optional resource. It would not be required.