

## Academic Assessment Committee Meeting Minutes

May 15, 2012

Provost's Conference Room, 239 Tigert

**Present:** Timothy Brophy, Joanne Foss, Margaret Fields, Sanford Berg, David Pharies, Anne Kendall Casella, Mark Law, Marie Zeglen, Cheryl Gater, Bernard Mair

**Welcome:** Dr. Brophy welcomed the committee and introduced Ricky Telg and Ken Gerhardt as guests.

**April 10, 2012 Minutes Approval:** Anne Kendal Casella moved to accept the minutes, Margaret Fields seconded, all were in favor, and the motion passed.

**CALS AEC Specializations:** Margaret Fields moved to approve the ALC revisions, Mark Law seconded, all were in favor, and the revisions were approved. On a side note, the format of the ALC revision form was questioned. The font shrinks to an almost unreadable size and there isn't a possibility to save anything you've typed into the document. Adjustments will be made to the form.

**Master of Sustainability Development Practice SLOs:** Committee members reviewed the SLOs. David Pharies moved to approve, Margaret Fields and Anne Kendall Casella seconded, all were in favor, and the SLOs were approved.

**Graduate and Professional Revision Forms:** There are two forms to avoid confusion between Professional and Graduate programs. Dr. Brophy asks if the list of assessments seems comprehensive enough. A suggestion was to add an "Other" option to the list and "Clinical Observation/Internship" to the Professional form to include practice-based assessments. Also, asking what type of assessment is being used and then asking to describe the assessments being used on the second page of the form is redundant.

**Graduate Academic Assessment Plans:** Dr. Brophy presented the plan to the committee and received the recommendation of possibly removing "delivery mode" and "desired value" from the SLO table. Committee members have concerns over the SLOs used in this template if it is going to be used as an example for other departments. Dr. Brophy explained that this template is for internal use. A guide with explanations and directions will be created for faculty use.

**Guidelines for AAC:** Vote to accept the guidelines. Mark Law moved to accept, Sanford Berg seconded, all were in favor, and the motion passed.

**Certificate Academic Assessment Plans:** The December 2011 updates require institutions to demonstrate institutional effectiveness even for certificates, so an academic assessment plan must be created for each certificate offered by the university. Committee members were shown a draft template for the Certificate Academic Assessment Plans and were asked to think of recommendations for updating or editing the template.

**General Education Committee updates:** The definitions for the three SLOs were approved last week. Some committee members were concerned that there is not a wide enough distinction between satisfactory and outstanding. The committee should review this information and provide recommendations.

**Meetings:** Next meeting will be held June 12<sup>th</sup> in the Provost's conference room at 3PM. The committee will then break for the summer.