

## Academic Assessment Committee Meeting Minutes

October 9, 2012

Provost's Conference Room, 239 Tigert

**Present:** Timothy Brophy, Catherine Emihovich, Marie Zeglen, Cheryl Gater, Jaclyn Rosen, Sanford Berg, Bernard Mair

**Introduction:** Dr. Brophy welcomed and introduced the new student member of the committee – Jaclyn Rosen. It was also noted that not enough voting members of the committee were present to approve the minutes or approval requests. Timothy Brophy sent the members of the committee a survey for voting on recommendations that present committee members made during the meeting.

**September meeting minutes:** All were in favor of accepting the September meeting minutes.\*

**Process of Approval:** Timothy Brophy offered two options for approving requests going forward: 1) divide requests among members and make recommendations to committee at meetings, or 2) Dr. Brophy will read requests and present recommendations to the committee at meetings for votes of approval. Anticipating a large number of SLO changes, present committee members favor option number two. All were in favor of adopting option two.\*

**Geriatric Care Management (Certificate):** The committee agreed that the request should be approved. But, a question about certificates arose. Do SLOs need to fall within the undergraduate and graduate areas of SLOs (communication, content, etc.)? Since certificates are complete programs, not every certificate will hit all three areas and will not be held to that. The committee approved the request.\*

**History:** The AAP includes data and AAPs will be posted online eventually. The committee recommends removing the data from the AAP since the data is submitted through *Compliance Assist!* (The majority of the committee was in favor of approving the request. One member recommended listing the skills test in HIS3942 as the assessment method because it is not explicitly stated.)\*

**Spanish/Portuguese:** The committee did not find any problems with the changes. A sample notice to the students of the changes was included with the request which the committee found useful in alerting students of the ALCs and SLOs since many students do not know that they are located online for viewing. (The majority of the committee approved the request. One suggestion was to change “know” to “identifies and describes” in both ALCs.)\*

**Anthropology:** The committee showed concern over the type of assessment in the curriculum map. The footnote is unclear but may explain the type of assessment. More clarification is needed. The curriculum map included lower level courses when upper level courses are typically used to assess student learning outcomes. All were in favor of approving this request.\*

**General Education AAP:** Dr. Brophy presented the plan to the committee. Changes in wording regarding the SLOs was suggested – “Demonstrate” could be replaced with “Identify and describe. Dr. Mair explained the process of instructors performing the assessments and providing data to the General Education Committee. The pilot program this fall would ask instructors to volunteer to implement assessments on assignments that could measure the SLOs. All were in favor of recommending a change in wording regarding the SLOs to the General Education Committee.\*

**Moving AAPs to Approval System:** Instead of separate forms for each type of AAP or for SLOs, the committee recommended creating two forms – one for revisions and one for initial submissions with a list that users can select from to indicate what they are revising or submitting (Graduate AAP, New SLOs, Certificate AAP revision, etc.) (The majority of the committee was in favor of moving the AAPs to the approval system. A concern is whether or not faculty will have confidence in the system and the length of the process.)\*

Next meeting is November 13, 2012

\*Results of electronic survey of voting members.