

## University Academic Assessment Committee

Minutes, 9/13/11

Present: Sanford Berg, Tim Brophy, Elaine Colon (for Theresa Vernetson), Margaret Fields, Joanne Foss, Cheryl Gater, Anne Kendall, Angela Lindner (for Mark Law) Bernard Mair, Barbara Pace, David Pharies, Michael Weigold, Marie Zeglen

### **Welcome and Introductions**

Tim Brophy thanked Mark Law for his service over the past year and a half as Chair of the Committee and noted that he will chair the committee as the Director of Assessment for the University. He introduced Cheryl Gater, Director of SACS, with whom he will be working closely. Committee members introduced themselves. Tim is still awaiting word from Student Government on who the student member of the committee will be.

### **Minutes from April 25, 2011**

David Pharies noted a correction in the minutes: Classics was misspelled. A discussion relative to the minutes was held about how departments and programs are notified of committee actions on revised ALCs. As long as ALC revisions are submitted through the approval.ufl.edu system, an email is automatically sent to each person involved in moving the ALC through the system.

A motion was made by Sanford Berg and seconded by David Pharies to accept the minutes from the April 25, 2011 meeting. The motion passed.

### **Responsibilities of the Committee**

Notebooks had been prepared for committee members that include sections with the charge to the committee, membership, agendas and minutes, ALC approval process, 2011-12 actions and SACS Standards related to assessment. Tim reviewed the responsibilities of the committee in the original charge from the provost and described the specific tasks the committee will undertake in the coming year to address each responsibility. These include:

- Ongoing review of ALCs
- Reviewing approaches to assessment of General Education requirements
- Reviewing SLOs for the Quality Enhancement Program (QEP) component of SACS accreditation focused on internationalizing the curriculum
- Developing methods to assess progress on curriculum revision which will focus this year on leading student and faculty focus groups on assessment
- Developing resources and conducting workshops for faculty to assist with developing and implementing effective program assessment plans

### **SACS and Assessment**

9/10/13: SACS report is due

Spring, 2014: site visit

There are approximately 100 items that need to be addressed in regards to compliance with SACS accreditation standards and federal requirements. It will be critical for programs to have three years of data collected to show compliance with assessment criteria. Compliance Assist will help with this. A request for the annual SACS reports has gone out to programs and this year, for the first time, includes a section on assessment of SLO.

### **CALS Communication SLO assessment**

At the April meeting the revised ALC for the Food Science program included assessment of the communication SLO with satisfactory completion of AEC3030 and AEC3033 for which assignments are graded by rubric. The committee had agreed that it was acceptable to assess achievement of the communication SLO with grades in these courses because the writing course grade is based solely on assignments directly tied to the SLO and in the oral communication course only a very small percentage of points is awarded for attendance and participation. However, the committee felt that a higher standard than simply passing these courses should be required to demonstrate mastery of the communication SLO. A memo from Elaine Turner, Associate Dean in CALS, requested approval for a change in the assessment standard to completion of these courses with a C or better for the 13 programs in CALS that use AEC3030 and AEC3033 to assess the communication SLO.

A motion was made by Margaret Fields and seconded by Michael Weigold to approve the revision to the assessment standard for the communication SLO in CALS programs. The motion passed.

### **Resources**

Tim Brophy has prepared web pages on developing a Program Assessment Plan and on SLO to assist programs. He sent them to the committee to review and requested approval to release the web pages to the university community.

A motion was made by Michael Weigold and seconded by Sanford Berg to release the web pages. The motion passed.

### **Academic Assessment Plans**

SACS expects all programs to develop an Academic Assessment Plan. To ensure that programs are in compliance, Tim would like to request that each program submit a plan to his office by May 18, 2012.

A motion was made by Anne Kendall and seconded by Michael Weigold to notify the Colleges that each of their programs needs to submit an assessment plan by May 18, 2012. The motion passed.

### **Election of a Co-Chair**

A Co-Chair from the four Faculty Senate members needs to be elected by Faculty Senate members (Sanford Berg, Joanne Foss, Barbara Pace, Michael Weigold). The committee thought Joanne Foss would be an excellent choice. Tim will talk with her to see if she is willing to serve. If she is unable to do so, Michael volunteered to serve in this role.