

University Academic Assessment Committee

Minutes, 7/26/10

Present: Mark Law, Sanford Berg, Tim Brophy, Margaret Fields, Joanne Foss, Anne Kendall, Bernard Mair, Barbara Place, David Pharies, Theresa Vernetzin, Nate Johnson (sitting in for Maria Zeglen)

Website

The committee website is now active: <http://www.aa.ufl.edu/Committees/aac/index.html>
A few errors were identified that will be fixed.

CLAS web page

Margaret has developed a webpage for CLAS faculty that includes definitions of ALCs and their components and includes some FAQs. We may want to consider linking to her website on our website or borrowing some of her information. Actual ALCs may be referred to only through links to the Registrar's site so that there is only one place for students to find information about ALCs.

Changes to ALC

Margaret has developed a form for submitting changes to ALCs so that consistent information will be provided by departments. She will send the form to the committee again for comment. Comments are to be submitted to Mark by August 9. Mark will draft a policy and procedure for approval of ALC changes that he will bring to our August 30 meeting for approval so that it can be submitted to the University Curriculum Committee for action at their first meeting in September. We will utilize the current procedure and electronic approval process that is used for course changes.

Draft Policy and Procedure

Joanne drafted a policy and procedure document for the committee regarding expectations for program assessment. Suggestions for revisions were made. A timeline needs to be added to alert programs and departments about expectations. An online reporting system should also be developed to make submission of reports more consistent and the information more easily used for various reporting purposes.

Actions needed: Provide comments to Mark regarding the proposed ALC change form

Draft Policy and Procedure for ALC changes to be approved at next meeting

Next meeting: Monday, August 30, 2 pm in 239A Tigert Hall