

## Academic Assessment Committee Meeting Minutes

October 8, 2013, 3:00pm—Provost's Conference Room, 239 Tigert

**Present:** Timothy Brophy, Margaret Fields, Joanne Foss, Leilani Freund, Cheryl Gater, Avia Gridi, Bernard Mair, David Miller, Xin (Cindy) Qi, Marie Zeglen

Catherine Emihovich, Mark Law, and Alison Reynolds were not able to attend.

1. **Welcome:** Tim Brophy opened the meeting, and members briefly introduced themselves.
2. **September 10, 2013 Minutes:** Since all members had reviewed the minutes, David Miller moved to approve the minutes, Joanne Foss seconded, and all members voted to approve them. The inclusion of members who are absent was requested to be noted in future minutes.
3. **Approval Requests:** Committee procedures were reviewed: Institutional Assessment sent review copies of the 2013-14 plans to colleges after "rolling over" the 2012-13 plans for 2013-14. So far, 277 responses have arrived. Margaret Fields moved to accept these as a group, Joanne Foss seconded the motion, and all members voted to accept the plans in the Agenda as a group.

Dr. Brophy mentioned the great amount of effort the SACS Coordinators have put into assisting their departments with this process. The total number of responses will be about 462.

4. **Cheryl Gater: Analysis of Assessment data reports in CA!** Cheryl Gater reviewed the process leading to the next step with CA! She will review the departments' data for 2013-14, which will be filtered in by Institutional Assessment for the colleges and departments; so that all PG and SLO data will be in the system.

Academic Assessment Plan data will be available for live updating in 2014-15. This process has not yet begun, but an early review for using and creating reports, and assisting departments to enter data will help members and SACS coordinators when the project is in progress.

Tim Brophy showed training modules now available to help the colleges and departments review or train new people to enter data into many areas of CA! Anyone requesting registration for a course has access to any of these modules. Other modules will be available soon.

5. **Other:** There was general discussion about preparations for the SACSCOC Committee's off-site reviews and on-site visit.
6. **Next meeting: November 12, 2013**

David Miller made a motion to dismiss the meeting; Joanne Foss seconded it, and all were in favor.