

Academic Assessment Committee Meeting Minutes

November 12, 2013, 3:00pm—Provost's Conference Room, 239 Tigert

Present: Timothy Brophy, Rajeeb Das, Margaret Fields, Joanne Foss, Leilani Freund, Cheryl Gater, Avia Gridi, David Miller, Xin (Cindy) Qi, Alison Reynolds, Marie Zeglen

Catherine Emihovich, Mark Law, and Bernard Mair were not able to attend.

1. **Welcome:** Tim Brophy opened the meeting, and all attending stated their names and departments.
2. **October 8, 2013 Minutes:** Members had reviewed the minutes earlier; so David Miller moved to approve them, Joanne Foss seconded, and all members voted to approve the minutes.
3. **Approval requests:** The Committee looked at several Academic Assessment Plan submissions individually.
 - The **Bachelor of Design in Landscape Architecture** (DCP, Agenda item 3.A.i.) is a new program for Fall 2013. Members discussed the rubrics, the description of the evaluation process, and its rating scale. Various alternatives were suggested. David Miller moved that the College provide a better description of the rubrics, by providing better descriptors for each of the 5 ratings. Alison Reynolds seconded, and all the members approved the motion.
 - Members viewed Approval Tracking web page for **One Health Certificate (2012-13)** (PHHP, Agenda item 3.C.ii.), which has a long message from Stephanie Hanson; and found the new version still shows SLOs being measured by GPAs. It is possible the wrong document was uploaded. Dr Foss moved to return the plan for modification so that it aligns with the comments by Dr. Hanson. Dr. Fields seconded and the motion passed unanimously.
 - The **Psychiatric Epidemiology Graduate Certificate** (PHHP, Agenda item 3.C.ii.) is not new but had been on hiatus, and will start again in Fall 2013. Members discussed the SLOs, and found the wording of several made them difficult to assess. Margaret Fields moved to send it back for revision of the SLOs, Alison Reynolds seconded, and all members approved.
 - Margaret Fields moved that the remaining action items (items D and E) that have been preliminarily approved by Tim Brophy be approved by the Committee. David Miller seconded and all approved this motion.
4. **Academic Assessment Plan transition to Compliance Assist!** - Cheryl Gater updated the Committee on the transfer of assessment plans, and provided a **handout** mapping details of the conversion. This will streamline the process of updating plans.

Tim Brophy noted that Rajeeb Das has been identifying all Certificates, since many have been added in the past year. There are 111 graduate, 25 professional, and 29 undergraduate certificates; a total of 165. Assessment plans for new programs will be entered directly into Compliance Assist! and the Committee in the future will see just the change forms in the Approval system.

Margaret Fields asked about Compliance Assist! assessment plan data for 2014-15. Cheryl Gater explained that data will be moved forward for each college, whose coordinators will adjust the data or check off a box to show approval.

5. **SACSCOC Update** - David Miller, Chair of the Internationalization Task Force, gave a brief overview of the Quality Enhancement Plan, a major initiative focused on internationalization that will enhance the learning environment for undergraduate students. It will be part of the February SACSCOC review.

The SLOs, major activities to accomplish them, and assessment methods to evaluate accomplishments are included. Committee members received several handouts, including the [Executive Summary](#) and [Chapter 6: Assessment](#) of the project plan.

How the courses in the Internationalization initiative will be related to the 'I'-designation as used by the General Education Committee in evaluating international courses was briefly discussed.

The Committee will read and vote on approving the assessment chapter of the QEP at its next meeting. After the SACSCOC completes its review of this plan, it will probably be implemented in Fall of 2014.

6. **Other Business** – There was no other business, so Margaret Fields moved to adjourn, Alison Reynolds seconded, and all approved.
7. **Next Meeting: Wednesday**, December 11, 3 p.m. – please note: this is a **Wednesday!**