

## Academic Assessment Committee Meeting Minutes

December 11, 2013, 3:00pm—Provost's Conference Room, 239 Tigert

**Present:** Timothy Brophy, Rajeeb Das, Margaret Fields, Joanne Foss, Leilani Freund, Cheryl Gater, David Miller, Alison Reynolds, Marie Zeglen

**Absent:** Catherine Emihovich, Avia Gridi, Mark Law, Bernard Mair, and Xin (Cindy) Qi.

1. **Welcome:** Tim Brophy opened the meeting, and all attending stated their names and departments.
2. **November 12, 2013 Minutes:** Alison Reynolds moved to approve the minutes with the correction of 2 typographical errors. Leilani Freund seconded, and all members voted to approve the minutes with the corrections.
3. **Approval requests:** The Committee reviewed the changes to 3 Academic Assessment Plans suggested at the November meeting: Bachelor of Design in Landscape Architecture, One Health Certificate, and Psychiatric Epidemiology Graduate Certificate. The two undergraduate Academic Assessment Plans from the College of Education were also reviewed. Joanne Foss moved that all 5 AAPs be approved by the Committee. David Miller seconded the motion. There were no further questions and all voted to approve the motion.
4. **SACSCOC Update – Off-site Review:** We have received our off-site review; our SACSCOC off-site committee finds that UF is in compliance with the majority of the standards and has requested further information on 12 standards. The review mentions that the assessment process is rigorous. The on-site committee may review the 2012-13 reports in February, since results were not available at the time of the off-site committee's review. The colleges have a mid-January deadline to complete the 2012-13 reports.

Timothy Brophy extended thanks to the AAC members for all of their work in preparation for the review. The AAC Committee members agreed to remain available during the on-site review February 18-20, 2014.

5. **Report on *Compliance Assist!* data entries - Cheryl Gater and Rajeeb Das:**

Rajeeb reviewed graduate data reports, and Cheryl reviewed data reports for undergraduate and certificate programs. Of the total of 440 reports reviewed, 101 needed little or no revision. Many of the revisions requested were minor, and have already been made. Several colleges had no data requiring revision. SLOs were mainly complete, yet PGs need improvement. The accreditation process is off to a good start and the processes will continue to improve for the on-going stages.

6. **Update on Academic Assessment Plan transition to *Compliance Assist!* - Cheryl Gater:**

This process began in November and already about 160 programs have been converted and uploaded into the *CA!* system; 3 colleges are completed, and 2 others are in progress. This will streamline the process next year when all of the units will use the system to validate the next year's data. Next year we will be in the planning cycle, with all data will be in one location.

7. **Quality Enhancement Plan Assessment - review and vote on Chapter 6: Assessment:**

UF offered several well-attended presentations at the 2013 SACSCOC Annual Meeting, including David Miller's presentation on our Quality Enhancement Plan, and Cheryl Gater's on *Managing a Compliance Certificate Document*. Rajeeb Das attended as a funded Ph.D. student, with a SACSCOC grant.

About 150 attended David Miller's presentation, and had very specific questions afterward. Some asked for guidance in their plans or for permission to use ours as their model.

The Committee discussed Chapter 6: Assessment and the development process. Joanne Foss moved to accept Chapter 6: Assessment, of the Quality Enhancement Plan, Alison Reynolds seconded, and all approved giving the Committee's official endorsement.

8. **Other Business** – There was a detailed discussion on several accreditation issues, including college- and department-level preparations and remaining reports due by mid-January for the February on-site visit.

After this discussion, there was no further business, so the members agreed to adjourn.

9. **Next meeting: Tuesday, January 14, 2014, 3 p.m.**