

Academic Assessment Committee Meeting Minutes
January 14, 2014, 3:00pm—Provost's Conference Room, 239 Tigert

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

Members absent: Avia Gridi, Mark Law, Bernard Mair, and Xin (Cindy) Qi

Guests: Tobin Shorey and Lee Morrison

1. **Welcome:** Tim Brophy welcomed the members and introduced Tobin (Toby) Shorey, Director of Curriculum Monitoring and Analysis; and Lee Morrison, Editor of the Undergraduate Catalog.
2. **December 11, 2013 Minutes:** David Miller moved to approve the minutes, Joanne Foss seconded, and all members voted to approve them.
3. **Approval requests:** The Committee reviewed the Academic Assessment Plan for the B.A. in Environmental GeoSciences, a program that will begin in fall 2014 (and will be in the 2014-15 Undergraduate Catalog). David Miller moved to approve the plan, Joanne Foss seconded the motion, and all members approved the motion.

4. **Toby Shorey and Lee Morrison - Requirements for SLOs in the Academic Assessment Plans**

Toby Shorey and Lee Morrison were present for a discussion concerning Curriculum Map or SLO approvals which affect the undergraduate catalog.

The Committee discussed defining 'required courses', especially in cases in which students may choose one course within a specified group. The Committee's goal is to ensure that the AAP matches the undergraduate catalog concerning required courses, and to accommodate programs that have some flexibility in course selection.

Discussion of several majors in the College of Liberal Arts and Sciences which do not have specific schedules of courses began. A few degree programs allow students to choose 10 core courses with an advisor's approval; others (e.g. Biology, which has 6 tracks) identify no single required course, and students may choose from an approved group.

Toby explained that his department ensures that the ALC in the catalog communicates to the students what they can expect to get out of the major. For that reason, the AAP should align closely with the ALC for each degree, although the language will vary. The Committee arrived at a consensus that Toby will continue checking the alignment of the catalog with the ALC/AAP for those degree programs that offer multiple paths toward a degree.

Dr. Brophy introduced the topic of Academic Assessment Plan due dates and the Undergraduate Catalog deadline. Margaret Fields moved that the 2014-15 AAPs be due on April 1, 2014. Alison Reynolds seconded the motion. The motion was approved.

A discussion about the process of approving future changes to AAPs followed. Once the transfer to CA! is completed in March 2014, faculty will submit change forms as needed

to update their 2014-15 plans using the Approval Tracking System. The AAC will take action on all changes.

The Committee then discussed communication between the Undergraduate Catalog Editor and the Office of Institutional Assessment for modifications to undergraduate catalog changes. The Institutional Assessment Program Assistant will inform the Undergraduate Catalog Editor immediately of any AAC-approved changes in the ALCs.

5. **SACSCOC site visit update**

Cheryl Gater answered an inquiry about the SACSCOC On-site Committee's visits to off-site locations. They will visit Ft. Lauderdale/Miami and the UFHealth complex in Jacksonville. They will review UF Online, and interview via videoconference or Skype the faculty and administration at the New World School of the Arts in Miami, and the faculty at the Research Engineering and Education Facility (REEF) at Shalimar.

The visit begins at 11:30 a.m. on Tuesday, February 18, 2014, and concludes with an exit interview with the President on February 20, 2014.

The Focused Report is nearly finished and will be posted on the web. The Quality Enhancement Plan is complete and already on the website.

6. **Other business** – There was no other business.

7. **Next meeting:** Tuesday, February 11, 2014, 3 p.m.

Dr. Fields moved to adjourn the meeting, Dr. Emihovich seconded, and all approved the motion.