

Academic Assessment Committee Meeting Minutes

March 11, 2014, 3:00pm—Provost's Conference Room, 239 Tigert Hall

Members Present: Timothy Brophy, Rajeeb Das, Catherine Emihovich, Margaret Fields, Joanne Foss, LeiLani Freund, Cheryl Gater, Bernard Mair, David Miller, Xin (Cindy) Qi, Marie Zeglen

Absent: Avia Gridi, Mark Law, Alison Reynolds

Guest: Tobin Shorey

1. **Welcome:** Dr. Timothy Brophy welcomed the members and Mr. Tobin Shorey, Director of Curriculum Monitoring and Analysis.
2. **February 11, 2014 Minutes:** Associate Dean Margaret Fields moved to approve the minutes. The move was seconded and all members approved.
3. **Reaffirmation of Accreditation update:** The SACSCOC Reaffirmation went very well and there were no recommendations.
4. **Recent actions:** Environmental Geosciences in the College of Liberal Arts has been recognized as a track, rather than a major, in both the Geology BA and the Geography B.A.; for that reason an undergraduate AAP is not needed.
5. **Presentation: AAP revision and submission for 2014-15**
The rollover of the Assessment Plan data into the 2014-15 *CA!* areas is completed. There are about 300 Graduate Plans, 125 Undergraduate Plans, and just over 140 Certificate Plans.

Departments will use *CA!* to adjust 2014-15 data that have changed, except for the SLOs. Navigation to the 2014-15 AAP data was demonstrated in *CA!*, noting that only the AY on each SLO is to be changed to 2014-15. Committee members agreed on emphasizing the instruction that changes to SLOs are still to be submitted to the AAC through the Approval Tracking system. It was agreed that only after AAC approval will SLO changes be made in the 2014-15 *CA!* data.

The 2014-15 Academic Assessment Planning Process Guide, PowerPoint presentation, and Dr. Brophy's video will be posted on the Institutional Assessment webpages.
6. **Discussion: Assessment Plan cycle – Aligning data reporting and assessment planning for 2015-16:**
The Committee discussed a proposed change to the Assessment Plan cycle. Since Academic Assessment planning (in April) takes place so much later than reporting (in October), a proposal has come to the Committee to schedule both activities in October; during one month departments would report data for the previous academic year and develop the Assessment Plan for the following academic year.

The Committee discussed the strengths and weaknesses of this proposal. It was noted that the mid-February deadline for the catalog should be considered. The Committee determined that the reporting of data would remain in October, and agreed that the problem of data collection occurring so much earlier in the academic year than planning should be addressed.

The Committee agreed to proceed with the 2014-15 assessment plan submissions in *CA!*; and to discuss this topic again at a later meeting.
7. **Other business:** Mr. Rajeeb Das presented the 10-minute online survey he created for the SACSCOC Coordinators about their experiences with *CA!* and the Institutional Assessment process.
8. **Next meeting:** Wednesday, April 16, 2014, 3 p.m. in 239 Tigert Hall.

The Committee members agreed to conclude the meeting.