

**Academic Assessment Committee Meeting Minutes**  
**February 13, 2018 – 3:00 pm**  
**President's Conference Room, 226 Tigert**

**Present:** Timothy Brophy, Gail Childs, Rajeeb Das, Margaret Fields, Cheryl Gater, David Miller, Teresa Mutahi, Avner Sidi, Amy Simonne, Laura Spears and Catherine Striley

**Absent:** Cathy Lebo, Angela Lindner, Lee Morrison, Michael Murphy, and Toby Shorey

1. **Welcome:** Dr. Brophy began the meeting by welcoming everyone.
2. **January 9, 2018 Minutes:** Dr. Laura Spears moved to approve the minutes, Dr. David Miller seconded the motion, all were in favor.
3. **AAP Approvals Requests:**
  - **Team I – Journalism Major - Approved**
  - **Team II – Biomedical Engineering – Approved**

All were approved by electronic voting.

4. **2018 Conference Overview-** Dr. Brophy presented to the committee a copy of the 2018 Assessment Conference program. The committee discussed ideas to be presented at the conference.
5. **Focus Group** – The committee was presented with the questions and the moderator session script for the Focus Group meetings which they discussed to see if any changes needed to be made.
6. **2019 Conference Planning** – Dr. Brophy discussed the outline of the program submission guidelines for the 2019 UF Assessment Conference. The committee made several comments and revisions to the program.
7. Other Business

**Next meeting:** February 13<sup>th</sup>, 3:00 p.m. in 226 Tigert Hall.

Meeting adjourned at 3:45 p.m.