

**Academic Assessment Committee Meeting Minutes**  
**December 13, 2016 ~ 3:00pm**  
**President's Conference Room, 226 Tigert**

**Present:** Timothy Brophy, Camden Anderson, William Bauer, Gail Childs, Rajeeb Das, Margaret Fields, Cheryl Gater, Suzanne Murphy, Laura Spears, Catherine Striley and Marie Zeglen

**Absent:** Angela Lindner, Dennis Kramer, Lee Morrison, and Toby Shorey

**Guests:**

1. **Welcome:** Dr. Brophy began the meeting by welcoming everyone and introductions were made.
2. **November 8, 2016 Minutes:** Ms. Margaret Fields moved to approve the minutes, Dr. Catherine Striley seconded the motion, all were in favor, and the minutes were approved.
3. **Focus Group Study:**  
Dr. Brophy thoroughly discussed the plans for the Focus Group. He stated that he would be the lead person and would like for as many members from the committee that can join.

Dr. Striley discussed the questions that the sub-committee had reviewed. It was commented that the word "assess or assessment" should not be used, just ask general questions. After much discussion, the questions will be revised.

Dr. Spears discussed the script that they will use at the Focus Groups and what the moderator will say.

4. **Internal UF Assessment Conference:** Dr. Brophy discussed who the guest speaker of the conference will be and outlined a draft of the conference for the committee to review.
5. **Other Business:**

**Next meeting:** Tuesday January 10, 2017, 3p.m. in 226 Tigert Hall.

Meeting adjourned at 4:20p.m.