**Academic Assessment Committee Minutes**

Tuesday September 12, 2023, Business Office Conference Room

Dr. Maria Leite, Director of Institutional Assessment, Chair

Attendees: Michelle Tillander, Leandro Dias Teixeira, Richard Scholtz, Lori Dassa, Joslyn Ahlgren, Morgan Rich, Melissa Mellon, Ifigeneia Giannadaki, Ferol Carytsas, Judi Schack-Dugre, Maria Leite.

1. **Welcome**

AAC members (new and current) introduced themselves to each other.

1. **Election of co-chair (From and by the six Senate-elected members).**

Dr. Joslyn Ahlgren agreed to continue to serve as the AAC Co-Chair. All six Senate-elected members voted in favor of Dr. Ahlgren second term.

1. **Approval of** [**May 9, 2023 AAC Meeting Minutes**](https://fora.aa.ufl.edu/docs/1/5-9-2023_AACMinutes.pdf)

Dr. Michelle Tillander made a motion to approve the meeting minutes from May 9, 2023, Dr. Teixeira seconded. None opposed.

1. **AAP Approval Requests**

**Team : Ferol Carytsas (Lead), Carrie Adams, Ifigeneia Giannadaki** <https://secure.aa.ufl.edu/Approval/reports/18501>

**Recycle**

*Motion: Joslyn Ahlgren*

*Second: Richard Scholtz*

*Opposed: None*

Pending clarification on the standardized exam (If this is a third part – external exam, an interpretation and use argument must be provided to the AAC for approval). The AAC also requested that a sample instrument is provided.

**Team 2: Michelle Tillander (Lead), Leandro Teixeira, Melissa Mellon** <https://secure.aa.ufl.edu/Approval/reports/18502>

**Recycle**

*Motion: Joslyn Ahlgren*

*Second: Lori Dassa*

*Opposed: None*

Pending clarification on the standardized/competency exam (If this is a third part – external exam, an interpretation and use argument must be provided to the AAC for approval). There is mention to course grades listed as assessment method, which is not appropriate for SLO. It does not appear course grades have been used as assessment method, so in this case, the recommendation is to remove, course grade and “other” to reflect more intentionality on how the SLOs are being assessed. The AAC also requested that a sample instrument is provided.

**Team 3: Morgan Rich, Lori Dassa, Judi Schack-Dugre (Lead)** <https://secure.aa.ufl.edu/Approval/reports/18420>

**Recycle**

*Motion: Judi Schack-Dugre*

*Second: Lori Dassa*

*Opposed: None*

Dr. Schack-Dugre pointed to the mention to a faculty-developed rubric, but the instrument is not included. The AAC requests a sample rubric to be provided. Additionally, Dr. Schack-Dugre pointed to SLO 5 assessment method is a count, rather than a measure of learning. Dr. Dassa addressed SLO 4 assessment method also as a count rather than a measure of student learning. Based on the discussion the AAC, requested the assessment methods for SLOs 4, 5, and 6 to be revised and a faculty developed rubric to be provided as well.

Dr. Teixeira suggested the rubric item to be included in the approval system submission form. Dr. Ahlgren mentioned it is already an item in the form.

**Team 4: Richard Scholtz, Matthew Ryan, Joslyn Ahlgren (Lead)**

https://secure.aa.ufl.edu/Approval/reports/18766

**Approve**

*Motion: Richard Scholtz*

*Second: Melissa Mellon*

*Opposed: None*

The AAC approved this request.

https://secure.aa.ufl.edu/Approval/reports/18841

**Conditionally Approve**

*Motion: Joslyn Ahlgren*

*Second: Richard Scholtz*

*Opposed: None*

Dr. Ahlgren pointed to the need to revise assessment timeline to reflect the headings as assessment 1, assessment 2, assessment 3,…Dr. Scholtz agreed there is the need to revise to reflect a clear progress of the assessments across the program. Dr. Dassa pointed to the assessment methods language that often reflects counts rather than measuring SLOs (e.g., SLO 4). Although there is a set of criteria for the qualifying exam, the descriptions for the other assessment methods are not clear about the assessment procedure (e.g., how dissertation proposals are assessed. What are the criteria?) The AAC requested clarification on the instrument/criteria.

1. Dr. Leite introduced the [Journal of Assessment in Higher Education](https://journals.flvc.org/assessment/about/submissions) to AAC members and explained the publication is on hold for 2023, but will resume activities in 2024. Dr. Leite requested the AAC members’ support with JAHE next year, once activities are resumed.
2. Dr. Leite presented the [Assessment in Higher Education](https://reg.conferences.dce.ufl.edu/SSP/1400089768) – Call for Proposals page and asked for the AAC input and support (as reviewers of the proposals) on the Virtual conference. Committee members discussed including a topic or some connection with AI in the call for proposals. Dr. Ahlgren suggested to include AI in the theme, or introduction narrative. Dr. Tillander suggested to incorporate some idea to the title. Dr. Dassa suggested the title: *Enhancing Institutional Excellence through Innovations*. Dr. Leite committed to edit the narrative and return the revised call for proposals to the AAC for input, prior to sending back to the conference services. Dr. Ahlgren suggested sending the call for proposals to the Center of Teaching Excellence and to the Research Teaching and Learning. Dr. Tillander asked about the submission form and the themes. Dr. Leite will clarify how the submission process happens from the conference services side.
3. Dr. Leite reminded the AAC members that the next meeting will take place on Tuesday, October 10, 2023 at 3:00 pm (Business Office Conference Room)

Meeting was adjourned at 3:58pm.