**Academic Assessment Committee Minutes**

Tuesday November 14, 2023, Business Office Conference Room

Dr. Maria Leite, Director of Institutional Assessment, Chair

**Zoom link:** [**https://ufl.zoom.us/j/91549542853**](https://ufl.zoom.us/j/91549542853) **(For all meetings until February)**

**Attendees:** Morgan Rich, Melissa Mellon, Michelle Tillander, Richard Scholtz, Ferol Carytsas, Carrie Adams, Joslyn Ahlgren, and Maria Leite

**Meeting minutes approval:** The AAC members reviewed the [October 10, 2023 AAC Meeting Minutes](https://fora.aa.ufl.edu/University/Pages/Academic-Assessment-Committee/2023-2024CommitteeMeetings) for approval. Dr. Ahlgren made a motion to approve and Dr. Rich seconded. No one opposed, the meeting minutes were approved.

**AAP Approval Requests**

**Team 1**

**Initial/New - Academic Assessment Plan For Fertilizer Science and Technology (FST) Graduate Certificate Program (#18501)**

Members of team 1 agreed this previously “recycled” request met the AAC recommendations from the September meeting. Ferol Carytsas presented the group consensus and explained both clarification on standardized exam (not being a Third-Party exam) and the submission of a sample instrument sufficed for this request to be recommended for approval. Dr. Mellon made a motion to approve, and Dr. Ahlgren seconded. No one opposed, the request was approved.

**Team 2**

**Initial/New - Academic Assessment Plan for Soil, Water and Public Health Graduate Certificate (#18502)**

Members of team 2 agreed this previously “recycled” request met the AAC recommendations from the September meeting. Dr. Tillander presented the group consensus and explained the AAC recommendations were satisfactory addressed. Dr. Tillander made a motion to approve, Dr. Mellon seconded. No one opposed, the request was approved.

**Tropical Agriculture Certificate Program AAP Modification (#18735)**

This request was conditionally approved pending the following elements, which are part of the academic assessment plan, as emphasized by Dr. Ahlgren:

* Curriculum Map showing courses, SLOs and respective assessment methods.
* SLO matrix reflecting the assessment methods and procedures.
* Sample instrument that shows a clear alignment of assessment criteria and the SLOs

Dr. Mellon made a motion to conditionally approve; Dr. Scholtz seconded. No one opposed. The request was conditionally approved

**Team 3**

**Ph.D. in Plant Breeding AAP (#18420)**

Members of team 3 agreed this previously “recycled” request met the AAC recommendations from the September meeting. Dr. Rich presented the group consensus and explained the AAC recommendations were satisfactory addressed. Dr. Ahlgren made a motion to approve, Dr. Mellon seconded. No one opposed, the request was approved.

**New combination degree requested from the School of Teaching & Learning (#18833)**

Drs. Dassa and Schack-Dugree (asynchronously) pointed to the lack of academic assessment elements in this request. Dr. Leite clarified this was a request for approval of the justification of double-counted credits in a new combination degree (combination of two existing programs). Dr. Rich clarified the all items required for a successful justification of double-counted credits were included in the request. Therefore, recommending approval. Dr. Rich made a motion to approve, Ferol Carytsas seconded. No one opposed, the justification for using double-counted credits for this combination degree was approved.

**Team 4**

**Academic Assessment Plan for Agroecology and Sustainable Food Systems Undergraduate Certificate (#18762)**

This request was conditionally approved pending the following elements, which are part of the academic assessment plan, as emphasized by Dr. Ahlgren:

* Curriculum Map showing courses, SLOs and respective assessment methods.
* SLO matrix reflecting the assessment methods and procedures.
* Sample instrument that shows a clear alignment of assessment criteria and the SLOs

Dr. Scholtz made a motion to conditionally approve; Dr. Ahlgren seconded. No one opposed. The request was conditionally approved

**Assessment in Higher Education** – Dr. Leite discussed alternatives for the assessment conference in case there are not many submissions for presentations. The idea is to make it a professional development opportunity for our faculty. Dr. Leite asked for AAC members to keep this in mind and think about ideas for panels including faculty and students on topics like AI and assessment, for example. Dr. Leite mentioned the proposals are being stored in a Google Drive for future reviews. The link to the Google drive was shared with the AAC.

**Academic Assessment Review volunteers** – Dr. Leite introduced the preliminary idea of a peer academic assessment report review process to be implemented in the future. Dr. Ahlgren suggested the Quality Matter review process as an appropriate framework, as we plan to make changes in the assessment review process.

Meeting was adjourned at 3:48.

Next meeting: Tuesday, December 12, 2023 at 3:00 pm (Business Office Conference Room)