**Academic Assessment Committee Minutes**

Tuesday, April 9, 2024

Zoom Meeting

Dr. Maria Leite, Director of Institutional Assessment, Chair

**Zoom link:** <https://ufl.zoom.us/j/91544312956>

**Attendees:**

Dr. Michelle Tillander, Dr. Melissa Mellon, Ferol Carytsas, Dr. Joslyn Ahlgren, Dr. Morgan Rich, Dr. Leandro Teixeira, Dr. Richard Scholtz, Dr. Carrie Adams, Dr. Lissette Tolentino, Dr. Maria Leite.

1. **Approval of** [March 19, 2024 Meeting](https://www.fora.aa.ufl.edu/University/Pages/Academic-Assessment-Committee/2023-2024CommitteeMeetings)

Dr. Leite communicated previously “conditionally approved” requests (From the March 19 Meeting) were approved after submitters addressed the AAC recommendations. Approved requests are listed below as information items (no additional discussion at the April meeting):

*Update PGs and SLOs Linguistics PhD Program* <https://secure.aa.ufl.edu/Approval/reports/19188>

*Updated PGs and SLOs Linguistics MA Program* <https://secure.aa.ufl.edu/Approval/reports/19189>

*UG Cert. SPM AAP*

<https://secure.aa.ufl.edu/Approval/reports/19531>

Dr. Tillander made a motion to approve the AAC minutes from March 19th. Ferol Carytsas seconded the motion. None opposed. Minutes from 3/19 meeting approved.

1. **Dr. Sarah Lynne (Faculty Senate, Chair) - Dual Core Curriculum**

This item was not discussed due to guest being unable to attend.

1. **AAP Approval Requests**

**Team 1 & Team 2**

DPT-Doctor of Physical Therapy **(Approve)**

<https://secure.aa.ufl.edu/Approval/reports/19703>

Dr. Tillander stated that the request was clear and straight forward and included good rationale. Dr. Teixeira stated that no changes are necessary to the request. Dr. Ahlgren made a motion to approve; Dr. Tillander seconded. No one opposed. Request 19703 was approved.

**Team 3 & Team 4**

BHS AAP Modification 2024 **(Approve)**

<https://secure.aa.ufl.edu/Approval/reports/19731>

Dr. Leite stated that she asked the submitters to remove the capstone exam from the academic approval website since it contained an exam key and it would be made public**.** Dr. Ahlgren asked if it would be better for the submitters to include a rubric for the course that is being assessed in accordance with the curriculum map. Dr. Leite stated that they do not need to submit one since all SLOs are assessed in the capstone, and that their results will be reviewed once they complete and submit an academic assessment report. Dr. Ahlgren made a motion to approve the request. Ferol Carytsas seconded the motion. No one opposed. Request 19731 has been approved.

1. **Academic Assessment Review Activity**

Dr. Leite provided an overview of an academic assessment report to the committee to demonstrate the relationship between the academic assessment review and the work that is done within the academic assessment committee, with the goal of communicating to the committee the ways in which we want to improve the reporting form. Dr. Ahlgren recommended adding a column to the “methods and procedures" section of the report that would explain how the assessment is in alignment to the SLOs. She mentioned that her college has an internal reporting process. Dr. Tillander mentioned that it is a lot of work to complete the report where most of it goes to support staff. Dr. Leite suggested a workshop where different units can present on the structures that they use for completing the academic assessment report.

1. **Final comments**

Dr. Leite will have a list of names from faculty senate for elections for the next meeting. Dr. Leite mentioned that it is part of the committee by-laws to create a report based on the minutes from the meetings throughout the academic year. It will be brought back to the AAC for review and approval before submitting to the faculty senate. Dr. Leite will get more details from Dr. Sarah Lynne, faculty senate.

1. **Next meeting:**

Tuesday, May 14, 2024, at 3:00 pm (Via Zoom)

Committee agreed that next meeting will be held via Zoom.

Meeting adjourned at 3:56 with no additional comments.