**Academic Assessment Committee Minutes**

Tuesday, February 13, 2024

Office of the Provost Conference Room – Tigert 239A

Dr. Maria Leite, Director of Institutional Assessment, Chair

**Zoom link:** [**https://ufl.zoom.us/j/91549542853**](https://ufl.zoom.us/j/91549542853)

**Attendees:**

Ms. Carrie Adams, Dr. Joslyn Ahlgren, Dr. Lori Dassa, Dr. Leandro Dias Teixeira, Dr. Ifigeneia Giannadaki, Dr. Melissa Mellon, Dr. Morgan Rich, Dr. Maria Leite

**Guest:**

Dr. Laura Spears

1. **Welcome**

Dr. Leite initiated the meeting by introducing Dr. Laura Spears. Dr. Spears provided background context on the connections of the Journal of Assessment in Higher Education (JAHE), the Assessment in Higher Education conference, and the Academic Assessment Committee. Dr. Spears invited members of the AAC to collaborate with JAHE at various levels (i.e., editorial board, review, publishing). Dr. Leite will share Dr. Spears contact information with the AAC members, so they can contact Dr. Spears directly to inform their level of interest in collaborating with JAHE.

1. **Approval of** [January 9, 2024 meeting minutes](https://fora.aa.ufl.edu/University/Pages/Academic-Assessment-Committee/2023-2024CommitteeMeetings)

Dr. Lori Dassa (Motion to approve minutes)

Dr. Melissa Mellon (Second)

None opposed.

Approved

1. **AAP Approval Requests**

**Team 1**

Bachelor of Fine Arts: Performance (Musical Theatre) **(Approved)\***

<https://secure.aa.ufl.edu/Approval/reports/19451>

Bachelor of Fine Arts: Performance (Acting) **(Approved)\***

<https://secure.aa.ufl.edu/Approval/reports/19450>

**Team 2**

Bachelor of Arts: Theatre (General) **(Approved)**\*

<https://secure.aa.ufl.edu/Approval/reports/19446>

Bachelor of Fine Arts : Dance **(Approved)\***

<https://secure.aa.ufl.edu/Approval/reports/19449>

**Team 3**

Undergraduate Engineering Leadership Certificate Academic Assessment Plan – Revisions

<https://secure.aa.ufl.edu/Approval/reports/18939> **(Approved)**

The request was approved based on clear indication that program faculty are in the process of simplifying assessment processes to ensure consistency among certificate programs. The committee agreed that the certificate should go through a full cycle of assessment data collection, review and feedback, so faculty can re-evaluate the percentage determined as the threshold of acceptability, as well as the minimum percentage students must achieve to successfully met the SLO. Dr. Lori Dassa (Motion to approve), Dr. Morgan Rich (second). None opposed.

AAP Updated Curriculum Map to include Undergraduate Research or Internship, Modification to Program Goal #1

<https://secure.aa.ufl.edu/Approval/reports/18845>

This request was recycled after review. The committee suggested the following: (1) Submission of a modified AAP that includes all elements (and pertinent revisions) as listed in the [AAP Instructions document](https://assessment.aa.ufl.edu/media/assessmentaaufledu/academic-assessment/Academic-Assessment-Plan-Components.pdf), (2) Submission of a separate document including the specific revisions necessary to the Academic Learning Compact (ALC), and (3) revision in the name of assessment titled Academic Learning Compact, which is misleading. The ALC (for the institutional assessment context) is a document--required by the state--that includes requirements, assessments, curriculum map, so students are informed on what to expect as they progress throughout the program. The committee suggested the name of the assessment to be revised to reflect “Written Assessment” or “Written Paper.” If the assessment is part of the ALC requirements, it should be listed in the revised ALC. Dr. Joslyn Ahgren (Motion to recycle), Dr. Melissa Mellon (Second). None opposed.

**Team 4**

Bachelor of Arts: Dance – ALC **(Approved)\***

<https://secure.aa.ufl.edu/Approval/reports/19447>

Bachelor of Arts: Theatre (Stage Management) **(Approved)\***

<https://secure.aa.ufl.edu/Approval/reports/19448>

\**All requests from the CoTA were approved considering all included the necessary elements for their respective AAPs (i.e., Revised SLOs, Revised curriculum maps, and a sample instrument). The committee members agreed that the programs are ready to complete an annual cycle of assessment data collection and once reported, feedback will be provided via review form, and program faculty will have the opportunity to reflect on potential actions for improvement based on results from the assessment cycle. Dr. Ifigeneia GIannadaki (Motion to approve the requests), Dr. Lori Dassa (second). None opposed.*

1. **Assessment in Higher Education Conference Update**

Dr. Leite reminded the AAC members of the Assessment Conference and asked for their support at the time of the event. Dr. Leite shared the link to registration and asked the AAC members to register if they plan to attend the conference.

1. **Final comments**

Final discussion included a proposal for a “mini workshop” in which AAC members will use the academic review form to review an academic data report. Dr. Ahlgren volunteered to share the report from her program (Bachelor of Science in Applied Physiology and Kinesiology) to be reviewed during this activity.

The meeting was adjourned at 3:55pm.

1. **Next meeting:** Tuesday, March 19, 2024 at 3:00 pm (Provost Conference Room, Tigert Hall, room 239A)