

## Academic Assessment Committee

### Minutes

Tuesday, May 9, 2023 3:00 p.m.

Online Zoom Meeting

Dr. Maria Leite, Director of Institutional Assessment, Chair

#### Attendees:

Michelle Tillander, Judi Schack-Dugre, Joslyn Ahlgren, Chelsea Smartt, Lilianny Virguez, Maria Leite, and Lori Dassa.

Guests: Dr. Laura Spears and Penny Fultz.

1. Welcome
2. Approval of April 11 Meeting Minutes
  - Motion to Approve: Joslyn Ahlgren
  - Second: Michelle Tillander
  - Opposed: None
3. New member introduction – Dr. Lori Dassa was welcomed to the group.
4. AAP Approval Requests

Dr. Leite proposed a bulk review of requests 17807-17816 considering they were all the same request applied to different programs.

- Motion to Approve: Joslyn Ahlgren
- Second: Chelsea Smartt
- Opposed: None

Motion passes to bulk-review the requests 17807-17816.

The committee reviewed the requests to change the program goal and evaluation method for the ten certificates. Considering the clarity of the request, the committee moved to approve all the requests, noting the proposed program goal evaluation method (Qualtrics survey item: "overall satisfaction with your certificate program" using a scale of 1-5 stars) may evolve to more specific descriptions of aspects of the program to be evaluated.

- Motion to Approve: Lilianny Virguez
- Second: Michelle Tillander
- Opposed: None

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#### Team 1

Ferol Carytsas  
Carrie Adams  
Dr. Ifigeneia Giannadaki

#### [Veterinary Business Management Certificate - Assessment Plan Update](#)

The Academic Assessment Committee **approved** this request with the recommendation to use the existing rubric as a model to develop the instrument to assess the Case Study assignment.

- Motion to Approve: Judi Schack-Dugre
- Second: Carrie Adams
- Opposed: None

#### [Update Program Goal for GAN Grad Cert \(Approved\)](#)

#### [Update Program Goal for FHR Grad Cert \(Approved\)](#)

#### [Update Program Goal for AFH Grad Cert \(Approved\)](#)

- Motion to Approve: Lilianny Virguez
- Second: Michelle Tillander
- Opposed: None

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#### Team 2

Dr. Michelle Tillander

#### [Modify SPM Certificate AAP](#)

The Academic Assessment Committee **approved** this request, since an instrument was provided as requested by the AAC Committee.

Dr. Shauna Buring Dr. Roger Maioli	<ul style="list-style-type: none"> <li>• Motion to Approve: Michelle Tillander</li> <li>• Second: Chelsea Smartt</li> <li>• Opposed: None</li> </ul> <p><a href="#">MAcc SLO #3 - Write Clearly and Concisely - Remove SLO</a> The Academic Assessment Committee <b>approved</b> this request to remove SLO 3, which was too similar to SLO 4.</p> <ul style="list-style-type: none"> <li>• Motion to Approve: Michelle Tillander</li> <li>• Second: Joslyn Ahlgren</li> <li>• Opposed: None</li> </ul> <p><a href="#">Update Program Goal for EDC Grad Cert (Approved)</a> <a href="#">Update Program Goal for UAU Undergrad Cert (Approved)</a></p> <ul style="list-style-type: none"> <li>• Motion to Approve: Lilianny Virguez</li> <li>• Second: Michelle Tillander</li> <li>• Opposed: None</li> </ul>
<b>Team 3</b> Dr. Lilianny Virguez Dr. Lori Dassa, Dr. Judi Schack-Dugre	<p><a href="#">Modification of SLOs and PGs for Applied Pharmacoeconomics Graduate Certificate</a> The Academic Assessment Committee <b>approved</b> this request after reviewing the submitted sample rubric.</p> <ul style="list-style-type: none"> <li>• Motion to Approve: Judi Schack-Dugre</li> <li>• Second: Joslyn Ahlgren</li> <li>• Opposed: None</li> </ul> <p><a href="#">MAcc SLO#5 Solve Complex Accounting Problems - Modify Assessment Method</a> The Academic Assessment Committee <b>approved</b> this request after reviewing the rationale for replacing a Third-Party Exam by a course embedded assessment method. A sample instrument was provided as well.</p> <ul style="list-style-type: none"> <li>• Motion to Approve: Judi Schack-Dugre</li> <li>• Second: Lilianny Virguez</li> <li>• Opposed: None</li> </ul> <p><a href="#">Update Program Goal for GMT Undergrad Cert (Approved)</a> <a href="#">Update Program Goal for NRP Grad Cert (Approved)</a></p> <ul style="list-style-type: none"> <li>• Motion to Approve: Lilianny Virguez</li> <li>• Second: Michelle Tillander</li> <li>• Opposed: None</li> </ul>
<b>Team 4</b> Dr. Chelsea Smartt Dr. Matthew Ryan Dr. Joslyn Ahlgren	<p><a href="#">Microbiome and Health Certificate Program</a> The Academic Assessment Committee <b>approved</b> this request after addressing the AAC recommendations to revise goals.</p> <ul style="list-style-type: none"> <li>• Motion to Approve: Joslyn Ahlgren</li> <li>• Second: Judi Schack-Dugre</li> <li>• Opposed: None</li> </ul> <p><a href="#">Update Program Goal for UAS Grad Cert (Approved)</a> <a href="#">Update Program Goal for QFS Grad Cert (Approved)</a> <a href="#">Update Program Goal for ECR Grad Cert (Approved)</a></p> <ul style="list-style-type: none"> <li>• Motion to Approve: Lilianny Virguez</li> <li>• Second: Michelle Tillander</li> <li>• Opposed: None</li> </ul>

5. [Journal of Assessment in Higher Education](#) (JAHE) call for reviewers

- a. Dr. Laura Spears gave an overview of JAHE and asked for the AAC members input on how JAHE can support students in developing publishing skills. Dr. Ahlgren shared the “Point/Counter Point” model based on a previous experience as a student. Dr. Tillander agreed the Point/Counter Point model is appropriate as it is conducive to productive conversations. She also suggested encouraging collaborative writing. Dr. Spears and the AAC members discussed a more intentional focus on philosophy of assessment within practice. Dr. Spears shared her e-mail address (laura.spears@ufl.edu), so the conversation is continued as the AAC members support the work of JAHE in various capacities (e.g., collaborators, editorial board members, submitters, reviewers)
  
6. **Info Items** – Previous Conditional Approvals:  
Dr. Leite updated the AAC on previous “Conditional Approval” cases that were either approved or are still pending recommended revisions.  
<https://secure.aa.ufl.edu/Approval/reports/18274> (Approved by Director of Institutional Assessment)  
<https://secure.aa.ufl.edu/Approval/reports/17539> (Pending revisions recommended by the AAC)  
– Dr. Leite contacted the College of Education submitter and requested the revision of the document recently submitted that does not reflect the AAC recommendations to revise SLO 2.
  
7. Assessment Boot Camp (Early Fall)  
Dr. Leite briefly shared a plan for offering an Assessment Boot Camp or Assessment Day in the Fall and asked for the AAC support in preparing and delivering or facilitating sessions.
  
8. Open Floor

The meeting was adjourned at 4:00PM

**Important dates:**

Next Meeting (Fall): Tuesday, September 12, 2023 at 3:00p.m. (Will Try to schedule face to face meetings in the Fall)