

Academic Assessment Committee Meeting Minutes
September 10, 2019 – 3:00 pm
President's Conference Room, 226 Tigert

Present: Timothy Brophy, Erik Black, Margaret Fields, Melissa Johnson, Christine Voigt and Jinying Zhao

Absent: Lily Lewis, Cathy Lebo, Angela Lindner, Lee Morrison, Teresa Mutahi, Toby Shorey, Avner Sidi and Laura Spears,

1. **Welcome:** Dr. Brophy began the meeting by welcoming everyone and introductions were made.
2. **May 14, 2019 Electronic Voting Summary:** Dr. Margaret Fields moved to approve the minutes, Dr. Melissa Johnson seconded the motion, all were in favor and the minutes were approved.
3. **Review of 2019-2020 Team Assignments, Duties Tasks and Processes:** Dr. Brophy discussed with the committee the duties and tasks of the Academic Assessment Committee and explained how the committee will be processing requests.
4. **Vote for Senate Co-Chair:** The new Senate Co-Chair is Dr. Melissa Johnson.
5. **AAP Approvals Requests:**
 - Team I – CALS SLO Request for AEC3030C and SPC2608 – Recycled**
This request was recycled because the syllabi indicated that participation is 10% of the grade (100 points) in both AEC3030C and SPC2608. To qualify for this exemption the course must not include participation as part of the course grade. The committee suggested two options 1) revise the syllabi and resubmit to the AAC for review; or 2) select appropriate assignments for SLO measurements and submit those as new measures for AAC approval.

Sport Event Management Certificate Request – Recycled

This request was recycled because the committee questioned the rubric levels designations. They did not find the descriptions of each level sufficiently distinct to make clear to students the differences between good, acceptable, and unacceptable. Please submit the revised rubric for review. They also questioned the three-year assessment cycle and if this cycle aligned with student completion of the certificate (i.e., does the certificate require three years to complete?)

Team II – Graduate Certificate in Precision Medicine – Approved

Microsystem Technology Graduate Certificate – Recycled

This request was recycled because the plan states that this outcome is measured in four different courses - EEL5225, EEE6465, EEE6460 or BME5580. The committee needs to see the design project description for each course and the rubric or measurement method for each design project.

Team III - CALS SLO Request for AEC3033C and ENC3254, ENC 2210 – Conditionally approved

This request is conditionally approved pending on the correction of the syllabus to reflect AEC3033C consistently through the syllabus; it is sometimes listed as AEC3033, a different course.

Team IV – Hardware and Systems Security Graduate Certificate – Recycled

This request was recycled because the plan states that this outcome is measured in EEE6744 with the final class project. The committee needs to see the class project description for each course and the rubric or measurement method for the class project.

Each request was voted electronically.

6. **2020 UF Assessment Conference**- Dr. Brophy informed the committee that the conference will be held on Thursday March 12th in the Reitz Union. He stated that the committee would be involved with the conference and they will discuss it later in the semester. Dr. Brophy stated the call for papers has not been issued and that a speaker had not been decided on but asked if the committee had any suggestions for a speaker to let him know.
7. **Quest Assessment Task Force** – Dr. Brophy presented a list of the task force members and liaisons to the AAC members. He asked Erik Black if would like to serve as a liaison on the Quest Assessment Task Force.
8. **Journal of Assessment in Higher Education** – Dr. Brophy showed the AAC committee the Journal website.

Next meeting: October 9th, 3:00 p.m. in 226 Tigert Hall.

Meeting adjourned at 4:02 p.m.