

# Academic Assessment Committee

## Agenda

March 6, 2013

1 pm – 3 pm

Library Classroom #139

### 1. Rubric Revisions

Revised rubrics that emphasize narrative explanation and which link to external training documents were adopted by the committee. These revised rubrics are designed to provide faculty and staff with clearer feedback and more support in addressing assessment issues.

### 2. Review Process and Forms

The pairings for the review process are as follows:

Wayne Atchley forwards completed COAES academic-program reviews to Kay Teague.

Kay Teague forwards completed COST academic-program reviews to Joseph Schuessler.

Joseph Schuessler forwards completed COBA academic-program reviews to Sue Erwin.

Sue Erwin forwards completed COED academic-program reviews to Gay Wakefield.

Gay Wakefield forwards completed COLFA academic-program reviews to Wayne Atchley.

Melissa Becker forwards completed Academic Affairs academic-program reviews to Karol Blaylock.

Karol Blaylock forwards completed Academic Affairs budgetary-unit reviews to Melissa Becker.

Ben Bruce forwards completed COAES budgetary-unit reviews to Jill Burk.

Jill Burk forwards completed COED budgetary-unit reviews to Teresa Davidian.

Teresa Davidian forwards completed COLFA budgetary-unit reviews to James Pierce.

James Pierce forwards completed COST budgetary-unit reviews to Thomas Bradley.

Thomas Bradley forwards completed COBA budgetary-unit reviews to Ben Bruce.

### 3. Rubric Calibration

The committee collaboratively completed several program reviews in order to calibrate our use of the new rubrics.

### 4. Checklist

The committee outlined the upcoming review process calendar as follows:

#### March

**Friday, March 22:** The first round of AAC reviews need to have been completed and forwarded to the second round reviewer.

**Friday, March 29:** The second round of AAC reviews need to have been completed and returned to the first round reviewer.

## **April**

**Monday, April 1:** The first round reviewer should have upload the review document into the 2013-14 Document Management area of each program's WEAVE file with the name:

“AAC Review of 2013-14 Assessment Plan”

The first round reviewers should also email this document directly to each party with supervisory authority over the assessment plan along with a note offering assistance and consultation.

## **May**

**Wednesday, May 1:** Programs and Budgetary Units should have made any changes indicated on the “AAC Review of 2013-14 Assessment Plan” documents.

**Wednesday, May 15:** Programs and Budgetary Units should have reported all Spring findings to appropriate reporting parties.

**Friday, May 24:** Programs and Budgetary Units should have completed an End-Of-Year meeting during which they reviewed the currently ending 2012-13 assessment year. During this meeting they should have analyzed assessment findings, developed action plans related to these findings, and discussed conclusions that will be addressed in their annual analysis of their assessment plan.

**Friday, May 31:** Programs and Budgetary Units should have made Spring updates to each in-progress action item and finalized findings and action plans for the 2012-13 assessment year.

5. **Dept. Head Rep's**—Please 1) update your college dean and all dept. heads on these items ASAP, 2) make sure all department heads and academic-program coordinators are in possession of the assessment checklist, and 3) make sure that current checklist and deadlines are reviewed and discussed in every Department Head meeting.