

# Academic Assessment Committee

## Agenda

April 23, 2013

1 p.m. - 2:30 p.m.

Administration Conference Room (Admin. 208)

### 1. Membership Changes

**College**  
COAES  
COBA  
COE  
COLFA  
COST

**Dept. Head Rep**  
Ben Bruce  
Thomas Bradley  
Robert Newby  
Teresa Davidian  
James Pierce

**College Coordinator**  
Wayne Atchley  
Joseph Schuessler  
Sue Erwin  
Alice Newsome  
Kay Teague

**Academic Support Coordinators**  
Melissa Becker  
Open

**Special Project Coordinator (QEP)**  
Denise Martinez

**Chair**  
Jason LaTouche

### 2. Structural Changes

- Academic Assessment & University Evaluation and Effectiveness Committee
- Institutional Research and Effectiveness

Michael Haynes ([rhaynes@tarleton.edu](mailto:rhaynes@tarleton.edu); x9354)

Morgan Carter ([mcarter@tarleton.edu](mailto:mcarter@tarleton.edu); x1967)

In order to better facilitate the assessment review process, the academic assessment processes and the budget unit assessment processes were disaggregated. The academic assessment committee will now only review academic programs. Budget unit assessment will now be overseen by the Office of Institutional Research and Effectiveness. This will substantially reduce confusion as these two processes are similar but not the same and this disaggregation will allow for more targeted review processes and clearer lines of communication.

### 3. Status for Fifth Year Interim Report

**NOTE:** Data collection for the fifth year interim report ends May 31, 2015

The committee was reminded of the need to communicate the following about the Fifth Year Interim Report:

- As rigorous as our decennial accreditation review
- Academic Assessment is the key area of focus
  - Uses same standards as for our decennial accreditation review
- We would like to see a minimum of three years of triangulated direct assessment data for each objective
- We want to see a history of effective action planning and analysis

#### 4. **Calendar Changes**

The calendar alignment was approved. The committee discussed the impact of this change. The big change (in addition to simply aligning the academic and assessment calendar) is that programs will now be required to have a pre-semester assessment meeting in conjunction with their academic planning meetings. Many programs already do this but the calendar change makes this a clear requirement and, by aligning the calendars, means assessment process can be aligned with academic process much more meaningfully.

#### 5. **Newsletter**

The committee continued to discuss the need for assessment stories we can publicize (can be ‘success’ stories or ‘journey’ stories). The idea will be to gather these stories into a regular newsletter for the campus.

#### 6. **Training Manual for Assessment Meetings**

The first draft of the training manual for assessment meetings was presented for discussion.

#### 7. **Communication**

##### **Department Head Reps:**

- Communicate this information to your Dean, Dept. Heads, and Academic Program Coordinators.
- Make sure that assessment planning and upcoming assessment deadlines are reviewed in every Dept. Head meeting.
- Make sure that the Dean, Dept. Head, and Academic Program Coordinators are aware of the assessment resources available to them on both our website and in-person.
- Make sure that the Dean, Dept. Head, and Academic Program Coordinators are aware of the May 31, 2015 deadline for our SACSCOC 5<sup>th</sup> Year Interim Report and the importance of this review.

**College Coordinators:**

- Make sure that all faculty are aware of the assessment resources available to them on both our website and in-person.
- Make sure that all faculty are aware of the May 31, 2015 deadline for our SACSCOC 5<sup>th</sup> Year Interim Report and the importance of this review.