

# Academic Assessment Committee

## Agenda

July 30, 2014

1:00 p.m. - 2:30 p.m.

Administration Building Conference Room (208)

### 1. Holistic Reviews

The committee discussed how the holistic review process went and how effective they felt the new holistic review forms were. The committee unanimously agreed these forms are easy to use and provide clear feedback. They also felt the forms provide a useful 'big picture' overview about the culture of assessment in a program.

### 2. Status for Fifth Year Interim Report

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

- Programs need to bring assessment plans up to date
  - Fill in the holes indicated on the Holistic Reviews and on the Annual Reviews
- Need to gather stories of how programs are using assessment across all colleges and departments

### 3. SACSCOC Conference Report

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

- As rigorous as our decennial accreditation review
- Academic Assessment is the key area of focus
  - Uses same standards as for our decennial accreditation review
- Three years of triangulated direct assessment data for each objective
- History of effective action planning and analysis

### 4. Calendar Changes

- Programs will be expected to hold pre-semester assessment meetings
  - At these meetings they will close out the previous assessment year, discuss assessment findings and action plan results, answer their annual analysis questions, and make changes to their assessment plans for the coming year.
  - These changes (entering findings for the year ending, answering analysis questions, and making changes to the new assessment year) are to be completed no later than August 27.

### 5. AAC Support for Programs' Assessment Planning

The committee was reminded to tell their faculty and staff about the upcoming training session being provided to offer guidance in conducting pre-semester assessment meetings.

The training manual documenting how to run an effective assessment meeting was completed and was emailed to all faculty who serve as assessment leaders in their programs. It was also uploaded to the academic assessment website:

<http://www.tarleton.edu/academicassessment/documents/HelpfulTipsforRunningASuccessfulAssessmentMeeting.docx>

## **6. AAC Annual Reviews**

- Under the new calendar the AAC will conduct their annual program reviews between August 28<sup>th</sup> and September 10<sup>th</sup>.
- Under the new calendar the AAC will conduct their follow-up reviews between September 25<sup>th</sup> and October 10<sup>th</sup>.

## **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 pre-semester assessment meeting and August 27<sup>th</sup> deadlines.
- 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 the Dean, Dept. Head, and Academic Program Coordinators are aware of the pre-semester assessment meeting and August 27<sup>th</sup> deadlines.
- 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.