

Academic Assessment Committee

Agenda

September 26, 2014
2:00 p.m. - 3:00 p.m.
CII Conference Room

1. New Members

<u>Role</u>	<u>Name</u>	<u>Phone</u>	<u>T-Box</u>	<u>Email</u>
<u>College Coordinators</u>				
COAES	Atchley, Dr. Wayne	9601	T-0040	watchley@tarleton.edu
	Weems, Dr. Whit		T-0040	wweems@tarleton.edu
COBA	Schuessler, Dr. Joseph	9893	T-0170	schuessler@tarleton.edu
COE	Erwin, Dr. Sue	7318	T-0008	erwin@tarleton.edu
COLFA	Newsome, Ms. Alice	9026	T-0300	anewsom@tarleton.edu
COST	Peters, Ms. Mary	9538	T-0470	mkpeters@tarleton.edu
<u>Department Head Representatives</u>				
COAES	Bruce, Dr. Ben	9222	T-0070	bruce@tarleton.edu
COBA	Bauer, Dr. Keldon	9909	T-0920	kbauer@tarleton.edu
COE	Newby, Dr. Robert	1995	T-0820	newby@tarleton.edu
COLFA	Davidian, Dr. Teresa	9245	T-0320	davidian@tarleton.edu
COST	Pierce, Dr. James	9782	T-0885	jrpierce@tarleton.edu
<u>Academic-Support Coordinator</u>	Becker, Dr. Melissa	9941	T-0290	becker@tarleton.edu
<u>Special Project Coordinator (QEP)</u>	Martinez, Dr. Denise	9924	T-0390	dmartinez@tarleton.edu
<u>Committee Chair</u>	LaTouche, Dr. Jason	963	T-0665	latouche@tarleton.edu

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. Calendar

- Under the new calendar the AAC will conduct their annual program reviews between now and September 10th.
- Under the new calendar the AAC will conduct their follow-up reviews between September 25th and October 10th.
- This gives programs two weeks (from Sept. 10 – Sept. 24) to make the changes indicated in the annual reviews we are completing.
- The AAC follow-up reviews begin on Sept. 25 and **MUST** be completed no later than October 10.

4. Review Process

The main focus of this meeting was to prepare the Academic Assessment Committee to do their follow-up reviews. As such procedures for conducting the follow up reviews were discussed as well as discussing any issues that arose during the first round of reviews. While no major issues occurred during the first round reviews, the committee did note some useful small wording changes that were tracked to be revised before the reviews were used again next year.

5. Program Reviews for 5th Year Interim Report

Committee members were asked to:

- Please remind your department heads and program leaders of the importance of doing a review of their past five years of assessment planning in WEAVE to make sure they are demonstrating an ongoing pattern of effective assessment practice. This includes, but is not limited to:
 - A holistic well designed, student learning focused assessment plan
 - Three years of assessment findings for each objective
 - A documented history of the use of assessment findings in constructing, implementing, and completing student learning focused action plans

6. 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 all the deadlines for responding to changes in the annual reviews and updating their programs based on the holistic review feedback.
- Make sure that the Dean, Dept. Head, and Academic Program Coordinators are aware of the May 31, 2015 deadline for our SACSCOC 5th 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 all the deadlines for responding to changes in the annual reviews and updating their programs based on the holistic review feedback.
- Make sure that all faculty are aware of the May 31, 2015 deadline for our SACSCOC 5th Year Interim Report and the importance of this review.