

Academic Assessment Committee

Agenda

September 2, 2014
3:00 p.m. - 5:00 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

The committee discussed the need for:

- 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

The committee reviewed the new assessment review process and the committee responsibilities during this process:

- 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.

4. AAC Annual Reviews

- First round reviews are to be completed this week.
- Second round reviews are to be completed next week.

5. Review Procedures and Forms

The committee discussed the review forms and then calibrated them. After the meeting the new members to the committee stayed and were given extensive training on how to conduct effective assessment reviews and how to use the review forms in the best manner possible.

6. Holistic Reviews

The committee was asked to:

- Please remind your department heads and program leaders one more time about the holistic reviews you have sent them and placed in their Document Management section of WEAVE.
- Emphasize the importance of their updating their assessment plans for the past five years to make sure all their assessment findings, action plans, and other activity are in WEAVE. This is critical for our 5th Year Interim Report.
- Inform them that our follow-up reviews in late Sept. will be examine whether or not programs have updated this information and if they still have holes. This information will be compiled into a report for the provost.

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 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.