Academic Assessment Committee

Minutes

June 16, 2009

Attending:

Betty Jo Monk	David Drueckhammer	Melissa Becker	Teresa Davidian
Carol Thompson	Jason LaTouche	Nancy Boykin	Karen Murray
David Crockett	Karol Blaylock	Russell Pfau	Gay Wakefield
Teresa Teaff	Kayla Peak		

Committee action items are highlighted in yellow.

1.   **Schedule**

   Please make sure all constituents are aware of the schedule and making good progress …

   THIS WEEK:
   Deans review & discuss ANNUAL REPORTS with Department Heads (6/16-21)
   AAC rep's complete end-of-cycle 2008-09 Report Forms for **WEAVEonline** entries (6/16-21 for student-learning ; 6/16-29 for Becker's and Dennis's groups)
   Based on feedback from Academic Assessment Committee representatives (shared 6/11-15), finalize revisions for 2009-10 GOALS, OUTCOMES/OBJECTIVES, & MEASURES (DUE 6/22)
   AAC rep's complete electronic 2008-09 Report Forms & submit to Chair of AAC (DUE 6/22)

   NEXT WEEK:
   Chair of AAC drafts 2008-09 compliance/quality report for student-learning assessment (6/23-29)
   Deans enter college-level **WEAVEonline** ANNUAL REPORTS for 2008-09 (6/23-29; DUE 6/30)

   WEEK AFTER NEXT:
   Chair of AAC submits to Academic Affairs 2008-09 compliance/quality report for student-learning assessment (6/30)
   Chair of AAC submits to OPEIR 2008-09 Report Forms for administrative evaluation (6/30)
   Vice Presidents review & discuss current 2008-09 college-level ANNUAL REPORTS with Deans (7/1-7)

2.   **Second-round reviews for 2010 GOALS, OUTCOMES/OBJECTIVES, and MEASURES**

   Due to extenuating circumstances, a few members still are working on their reviews. Others have completed their reviews and are uploading them.

3.   **Uploading completed reviews (*after* second-round is completed)**

   Generic description for WEAVE Document Repository: AAC-Review09-10GOM

   Members are making good progress uploading reviews for departments to which they pertain. Anyone needing assistance with uploads can get assistance from Gay Wakefield, Abi Freeman, or Wayne Atchley.

4. **Associations guidance to add to TSU Assessment Guidelines**

   Karen Murray shared that, in response to feedback from our pre-SACS external reviewer, Brad Chilton plans to work on clarifying the Tarleton core, undergraduate, and graduate objectives in WEAVE; it is uncertain how soon that change can appear on the software. Dr. Murray was asked what other constructive feedback was received from our pre-SACS external reviewer; nothing else shared was linked directly to work of this committee.

   The committee decided to move forward at this time with its planned associations copy for the guides on the assessment Web page and will revisit it for possible further edits when the WEAVE changes are made. Members offered minor edits to the draft; Gay Wakefield will make the revisions and send the revised guide for uploading to the Web.

5. **Revisions to 2008-09 End-of-Cycle Report Form**

   The committee determined that separate forms are needed for student-learning and administrative reports. Gay Wakefield will draft the two forms and get them to members right away for their use this week; any needed changes discovered during use will be incorporated into the form masters for future use.

6. **Other business**

   COAHS and COED have received ACTION PLAN and ANALYSIS feedback from their deans; COBA, COLFA, and COST department heads have not received their feedback; department heads are concerned about not having that feedback to inform their annual reports, already due.

7. **Dept. head rep's—Please update your college dean and all dept. heads ASAP.**

8. **Meeting schedule for the remainder of summer**
Tuesday, 6/23	3:00-4:30 PM	Admin 208
Tuesday, 7/7	3:00-4:30 PM	Admin 208
Tuesday, 8/11	Noon-1:00 PM	Admin 208

9. **Next meeting**→ Tuesday, 6/23 from 3:00-4:30 —Admin 208