

## Academic Assessment Committee

### Minutes & Action Items

November 7, 2011

11:00 a.m.

Admin 208

#### Attending:

Beth Rinard	Rudy Tarpley	Karol Blaylock	Dwayne Snider
Jill Burk	Denise Martinez	Kay Teague	Gay Wakefield
Sue Erwin	Teresa Davidian	Melissa Becker	
Leah Schultz	Jason LaTouche	Thomas Bradley	

#### 1. November Checklist for AAC

- PAST DUE 10/15: Prepare compliance/quality report for Academic Affairs [NOTE: Any End-of-Year Report forms not updated by College Faculty and Dept. Head Representatives 11/10 will be considered final as of initial versions loaded in WEAVE.]

Updated/finalized End-of-Year Report forms still have not been uploaded by Beth Rinard (COST) and Rudy Tarpley (COAES). Dr. Rinard reported she should have hers completed before the week is over.

- DUE 11/15: University Divisions finalize entry of division-level ANNUAL REPORTS in **WEAVEonline®** for last assessment cycle

#### 2. 2011-12 Initiatives

Committee members were reminded to follow up with constituents who have not instituted triangulation and to provide (or arrange with the assessment director) training, if needed.

Committee members were reminded that training still needs to be scheduled for each college to improve SACS compliance related to action plans and to summary/analysis entries in WEAVE. Department-head representatives again were asked to determine potential action-plan training dates for their colleges' early in the spring semester, and for summary/analysis training dates late in the semester.

#### 3. Dept. Head Rep's were reminded to:

- 1) update college dean and all dept. heads on these items ASAP,
- 2) make sure all department heads and academic-program coordinators are in possession of the assessment checklist, and
- 3) make sure that current checklist and deadlines are reviewed and discussed in every Department Head meeting.

#### 4. Remaining meetings for fall: Monday, 12/5, 11:00 a.m., Admin 208