

## Academic Assessment Committee

### Minutes & Action Items (indicated in yellow highlighting)

June 13, 2012

11:00 a.m.

Math 227

#### Attending:

James Pierce

Jill Burk

Sue Erwin

Devonna Cowdrey

Ben Bruce

Denise Martinez

Teresa Davidian

Jason LaTouche

Karol Blaylock

Kay Teague

~~Melissa Becker~~

Thomas Bradley

Wayne Atchley

Dianne Taylor

Gay Wakefield

#### 1. Update on Analysis Training

Gay Wakefield reminded the AAC that video training launched last month for those WEAVEonline users who did not attend any of the April workshops on “Achievement/Summary Analysis,” covering the upgraded expectations of SACS that need to be instituted at Tarleton beginning with the 2011-12 assessment cycle.

As of this meeting, no one outside of COAES had completed the video training.

All COBA WEAVE faculty and staff need to complete it.

Several COAES, COLFA, and COST WEAVE faculty and staff need to complete it.

One COE faculty member needs to complete it.

Committee members were asked to help their deans prompt participation ASAP, since this information must be implemented in the analyses due on Friday.

#### 2. 2011-12 End-of-Cycle Review forms (SLO and Unit) revised

Committee members reviewed the forms and made recommendations for improvement. Gay Wakefield implemented those changes the day following the meeting and uploaded them to the Academic Assessment website.

#### 3. 2011-12 Findings/Action Plans/Analysis forms (SLO and Unit)

Committee members reviewed the forms and made recommendations for improvement. Gay Wakefield implemented those changes the day following the meeting and uploaded them to the Academic Assessment website.

These are the forms for the June 15-30 review of FINDINGS, ACTION PLANS, and ANALYSIS for all academic programs and all Academic Affairs budget units. (See checklist below for details.)

#### 4. AAC Checklist

##### AAC Responsibilities:

##### Should be finished

- Completion of April Assessment Analysis/Summary workshop and/or online training, available at [http://online.tarleton.edu/fdi/Analysis-SoftChalkQuiz\\_scsc/index.html](http://online.tarleton.edu/fdi/Analysis-SoftChalkQuiz_scsc/index.html)

##### June

- 6/15-30: AAC representatives check for completion of FINDINGS, ACTION PLANS, and ANALYSIS, then provide feedback to Dean and to Program Coordinators and Department Heads, and copy to Director of Assessment

NOTE: If you did not attend one of the April Analysis/Summary workshops, you need to complete the only training before 6/15 to be ready for this review. That training is available at: [http://online.tarleton.edu/fdi/Analysis-SoftChalkQuiz\\_scsc/index.html](http://online.tarleton.edu/fdi/Analysis-SoftChalkQuiz_scsc/index.html).

- Encourage and facilitate constituents in completion of their training and their tasks for the month.

### **Remainder of Summer**

- 7/15-30: AAC representatives complete End-of-Cycle Report forms for each Academic Program and Budget Unit
- 8/1-10: AAC Department Head representatives check for completion of ANNUAL REPORTS for college budget units, then provide feedback to Dean and Unit Heads and copy to Director of Assessment

### **5. 2011-12 Dean review forms for Action Plans and Analyses**

Committee members reviewed the forms and made recommendations for improvement. Gay Wakefield implemented those changes the day following the meeting and emailed them to the deans, who still need to review the forms and provide any improvement recommendations.

These are the forms for the deans' July 1-15 review/discussion and WEAVE Document Management upload of ACTION PLANS and ANALYSIS for each of their college's academic programs and budget units and related discussions with department heads in their colleges.

### **6. Next Meeting—Please respond ASAP when you receive Doodle schedule for a month from now.**

### **7. Other?**

- ### **8. Dept. Head Rep's—Please**
- 1) update your 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) remind constituents that the latest assessment-schedule updates always are available at:  
[www.tarleton.edu/academicassessment/assessment/timeline.html](http://www.tarleton.edu/academicassessment/assessment/timeline.html)
  - 5) remind constituents that the latest AAC minutes always available at:  
[www.tarleton.edu/academicassessment/committee/minutes.html](http://www.tarleton.edu/academicassessment/committee/minutes.html)