

General Education and Academic Assessment Committee Minutes

Sept. 4, 2019, 3 pm to 5 pm, Zoom

1. Welcome and introductions

- The chair introduced new members of the committee

2. Description of the committee's charge and members' roles

- <https://www.tarleton.edu/site/documents/committee-descriptions.pdf>
- The chair reviewed the charge of the committee and the responsibilities of each member of the committee based on their role on the committee

3. General Education certification functions

- Tarleton's core curriculum website:
 - <https://www.tarleton.edu/generaleducation/index.html>
- Tarleton's curriculum inventory management website:
 - <https://www.tarleton.edu/ucc/index.html>
- Texas Higher Education Coordinating Board website:
 - <https://www.highered.texas.gov/institutional-resources-programs/public-universities-health-related-institutions/transfer-resources/texas-core-curriculum-tcc/>
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- Texas Core Curriculum Application Guide:
 - <http://reportcenter.highered.texas.gov/agency-publication/miscellaneous/elements-of-the-texas-core-curriculum/>
- The committee reviewed the THECB core curriculum requirements and required student learning outcomes. The committee then reviewed Tarleton's core curriculum requirements and student learning outcome expectations. The committee discussed the core curriculum approval process and the role of the committee in the process.

4. Academic assessment functions

- Tarleton's academic assessment website:
 - <http://www.tarleton.edu/academicassessment/>

- The committee comprehensively reviewed Tarleton's academic assessment processes for both general education courses and academic programs. The committee examined all of the documentation Tarleton has supporting the academic assessment process and the committee's role in the process. This review included discussion of the requirements and expectations of both internal and external review audiences including TAMUS, THECB, SACSCOC, and discipline-based external accreditors.

5. Website updates

- The committee reviewed the most recent additions to Tarleton's website including a comprehensive Weave users guide.

6. Tarleton's assessment calendar

- The committee reviewed the assessment calendar for the 2020-21 academic year. The committee discussed their obligations under the calendar and the obligations of faculty within their purview. The committee was asked to distribute the calendar broadly and discuss it in their department head, program, and other meetings. The committee was reminded that at the end of July the calendar was sent to all department head and deans for distribution to faculty.

7. New Weave system

- New weave:
https://www.tarleton.edu/global_links/weave.html
- The committee reviewed the most recent changes to our recently updated Weave software system. The committee was flagged as to known issues with the software and possible solutions. The committee also was asked to share the internally developed Weave users guide with their constituents.

8. SACSCOC reaffirmation

- Principles of Accreditation (see Section 8):
 - <http://www.sacscoc.org/pdf/2018PrinciplesOfAcreditation.pdf>
- Resource Manual for the Principles of Accreditation (see Section 8):
 - <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>
- April 2021 - SACSCOC Onsite Visit
- The committee discussed the SACSCOC reaccreditation process and the committee's role in helping to prepare for the reaccreditation. This included reviewing the Section 8 expectations for academic assessment.

9. Annual assessment reviews and training

- The committee reviewed the process and forms for the committee's annual assessment reviews of general education courses and academic programs. The committee worked through several review examples collectively. Committee members were given specific review assignments to work on and partnered with a second reviewer with whom they will complete this work.

10. Communication

Department Head Representatives and Associate Deans were asked to ensure that assessment is a standard agenda item of each college's Department Head Meetings and that they share the assessment information discussed in these meetings during their respective Department Head Meetings within their college.