

Academic Assessment Committee

Minutes

May 28, 2009

Attending:

Betty Jo Monk	Teresa Teaff	Karol Blaylock	Teresa Davidian
Bob Newby	Denise Martinez	Kayla Peak	Gay Wakefield
Carol Thompson	Jane Dennis	Melissa Becker	
David Crockett	Jason LaTouche		

Committee action items are highlighted in yellow.

1. **Monthly reminders checklist—June**

The June reminders checklist was distributed; no revisions were suggested. Gay Wakefield distributed it to Tarleton by e-mail on 6/1/09.

Bob Newby asked whatever happened RE his suggestion, sent forward by the committee to Dr. Murray, for a login countdown-clock for the summer “crunch” schedule. Gay Wakefield learned from Karen Murray that TSU’s Website supervisor said it was not possible.

2. **Schedule—Please make sure all constituents are aware of, and staying on, schedule ...**

BEFORE MONDAY

Course maps, measurement instruments/rubrics & budgets into DOCUMENT REPOSITORIES (also any revised master syllabi that have not made their way through the curriculum system)
Final **WEAVE online** entry of 2009-10 GOALS, OUTCOMES/OBJECTIVES, and MEASURES
Realignment of GOALS & OUTCOMES/ OBJECTIVES with Tarleton’s new institutional priorities in **WEAVEonline**

WEEK OF JUNE 1:

ACC rep’s check completion in their own colleges for 2009-10 OUTCOMES/OBJECTIVES and MEASURES & complete rubrics (6/1-5)—Forms on Website
Deans review & complete rubrics for 2008-09 ACTION PLANS & ANALYSES & discuss with Department Heads (6/1-10)

WEEK OF JUNE 8:

ACC rep’s check completion in other colleges for 2009-10 OUTCOMES/OBJECTIVES and MEASURES & complete rubrics (6/6-10)
ACC rep’s give 2009-10 OUTCOMES/ MEASURES feedback to their constituents (6/11-15)
Departmental ANNUAL REPORTS for 2008-09, including program faculty & staff members review/ratification (DUE 6/15)

Gay Wakefield will distribute a list to guide exchange of second-round reviews.

3. **WEAVE entries RE Assessment Committee—Please send any needed changes to Gay Wakefield.**

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

5. **Meeting schedule for the remainder of summer** (All meetings in Admin 208)

Tues., 6/9 3-4:30 PM	Tues., 6/23 3-4:30 PM	Tues., 8/11 Noon-1:00 PM
Tues., 6/16 3-4:30 PM	Tues., 7/7 3:00-4:30 PM	

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