Academic Assessment Committee

Minutes

June 9, 2009

Attending:

Bob Newby	Jason LaTouche	Melissa Becker
Carol Thompson	Karol Blaylock	Gay Wakefield
David Crockett	Kayla Peak	

Committee action items are highlighted in yellow.

1.   **Schedule**

Committee reviewed near-future due dates and were reminded to make sure all constituents are aware of, and staying on, schedule …

THIS WEEK:
ACC rep's check completion in other colleges for 2009-10 GOALS, OUTCOMES/OBJECTIVES, & MEASURES & complete rubrics (6/6-10)
ACC rep's give 2009-10 GOALS, OUTCOMES/OBJECTIVES, & MEASURES feedback to their constituents & upload completed reviews to their constituents' WEAVE 2009-10 DOCUMENT REPOSITORIES (6/11-15)
Departmental ANNUAL REPORTS for 2008-09, including program faculty's & staff members' ratification of those reports (DUE 6/15)

NEXT 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)
Based on feedback from Academic Assessment Committee representatives (shared 6/11-15), finalize revisions for 2009-10 GOALS, OUTCOMES/ OBJECTIVES, & MEASURES (DUE 6/22)

WEEK AFTER NEXT:
Deans enter college-level **WEAVEonline** ANNUAL REPORTS for 2008-09 (6/23-29; DUE 6/30)

Some department heads on the committee reported not having received ACTION PLAN & ANALYSIS reviews from their deans; for colleges with no department-head on the committee, faculty representatives agreed to check whether reviews have occurred in their colleges. Gay Wakefield agreed to ask Karen Murray to spur deans' assessment activity. Immediately following the meeting, Karen Murray informed Gay that she had addressed this point in Deans Council earlier in the day.

2.   **Second-round reviews**

Members reported file transfers for second-round reviews; uncertainty remains RE some AAC members who were not present. ==Representatives present from each college agreed to check with missing cohort college representatives RE the status of their reviews and report back to the AAC chairperson.==

AAC members requested a message from OPEIR to all WEAVE users explaining that any WEAVE designation of their having updated program files merely indicates that AAC reviews of their material have occurred—not that they actually have made any changes to those files. Gay Wakefield requested that OPEIR send such a message the previous week, but members in attendance indicated no receipt of such a message. ==Gay Wakefield agreed to repeat her request to OPEIR.==

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

The committee discussed revisions to the AAC's guidelines on its Website to clarify association expectations for OUTCOMES/OBJECTIVES, MEASURES, and ACTION PLANS. ==Based on the discussion, Gay Wakefield agreed to draft those clarifications for review at the next AAC meeting.==

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

The committee discussed the need to ==save reviews in PDF format, or password protect them to "read-only" status, so changes cannot be made to== their completed reviews.

Discussion also occurred RE what ==generic description should be used in uploading finalized reviews to programs' WEAVE DOCUMENT REPOSITORIES; agreement was that AAC members will use the following consistent description== (which stands for "Academic Assessment Committee Review of 2009-10 Goals, Objectives, & Measures"):

==AAC-Review09-10GOM==

5.   **Revised 2008-09 End-of-Cycle Report Form**

The committee reviews the revision draft and made recommendations for additional changes; ==Gay Wakefield will make the additional changes prior to 6/16.==

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

7.   **Meeting schedule for remainder of the summer**
    Tuesday, 6/16   3:00-4:30 PM   Admin 208
    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

8.   ==**Next meeting→** Tuesday, 6/16 from 3:00-4:30 —Admin 208==