

Academic Assessment Committee

Minutes

June 21, 2011

3:00 p.m.

Humanities 206

Attending:

Rudy Tarpley

Karol Blaylock

Teresa Davidian

Denise Martinez

Melissa Becker

Jill Burk

Jason LaTouche

Thomas Bradley

Gay Wakefield

1. Follow up RE SACS (12/1/2010 deadline)

COE—No progress; still one department to complete and that department has not responded.

Kinesiology still needs to work with Gay Wakefield on finalizing SACS-response upgrades for Fitness Management, All-Level Educator Certificate, and M.Ed. programs. Following the AAC meeting, Jill Burk instructed the department head and related program coordinators to contact Wakefield and accomplish this task. One of the programs has scheduled a session with Wakefield.

COST—Following the meeting Gay Wakefield reported that all departments had completed the items of concern as of 6/25/2011.

2. Summer Checklist

Revisions recommended by the committee were completed by Gay Wakefield and posted to the AAC Website on 6/25/2011.

Gay Wakefield reported that multiple department heads have claimed lately that they “never have seen” a checklist. Department-head AAC representatives, please make sure checklists are reviewed and discussed in every Department Head meeting.

Gay Wakefield is drafting the 2010-11 report for SACS. Kelli Styron and Brad Chilton will review the draft and recommend changes prior to submission finalizing the document for submission to SACS.

Committee Activities Due June through August

- 6/1-10/11**: Check for completion of FINDINGS and Academic Program ACTION PLANS (including at least one program-enhancement plan), provide feedback to Dean, to Program Coordinators and Department/Unit Heads, and copy to Director of Assessment
- 6/15-30/11**: Check for completion of ANALYSIS, then provide feedback to Dean, to Program Coordinators and Department/Unit Heads, and copy to Director of Assessment
- 7/15-31/11**: Complete End-of-Cycle Report forms for each Academic Program and Unit
- DUE 8/1**: Submit End-of-Cycle Report forms for all Academic Programs and Units to the Director of Assessment, for reporting to the Provost, and upload reviews to each program’s Document Repository
- 8/1-10/11**: Check for completion of ANNUAL REPORTS, then provide feedback to Dean and Unit Heads, and copy to Director of Assessment
- Remind constituents of upcoming deadlines
- Share with constituents information from AAC meetings
- College/Unit assistance as requested

AAC members Denise Martinez, Melissa Becker, and Gay Wakefield will attend this summer's SACS conference in Fort Worth.

3. 2010-11 End-of-Year Report Forms

Revisions recommended by the committee were completed by Gay Wakefield and posted to the AAC Website on 6/25/2011. Forms should be completed and posted to program/unit Document Repositories no later than 8/1/2011; please notify Gay Wakefield when all forms have been uploaded, so that she can complete the annual TSU assessment-compliance report.

Department-head representatives are responsible for completing forms for all budgetary units in their college.

Faculty representatives are responsible for completing forms for all student-learning programs in their college.

4. Dept. head rep's—Please update your college dean and all dept. heads on these items ASAP, and please make sure the assessment checklist is received by all department heads.

5. 7/28, 1:00, Ag 302, is our last summer meeting—unless something happens to necessitate more.