

Academic Assessment Committee

Minutes

Oct. 10, 2011

11:00 a.m.

Admin 208

Attending:

Beth Rinard

Jill Burk

Sue Erwin

Leah Schultz

Rudy Tarpley

Denise Martinez

Teresa Davidian

Jason LaTouche

Karol Blaylock

Kay Teague

Melissa Becker

Thomas Bradley

Dwayne Snider

Gay Wakefield

1. Follow up RE 12/1/2010 deadline

This project now is complete.

2. 2011-12 Timeline

Items specific to last year were removed from the 2011-12 timeline. The committee reviewed the schedule and recommended that a notation be added that agendas for fall and spring department/program assessment meetings need to be loaded into programs' and departments' document repositories. Gay Wakefield made that addition and loaded the revised schedule onto the Academic Assessment page on Tarleton's Website.

3. October Checklist for AAC

- DUE 10/15: Prepare compliance/quality report for Academic Affairs RE current assessment cycle's **WEAVEonline®** entries for OBJECTIVES/OUTCOMES and MEASURES
- DUE 11/14: University Divisions finalize entry of division-level ANNUAL REPORTS in **WEAVEonline®** for last assessment cycle

4. Follow-up for Compliance/Quality and Annual Reports

Committee members were reminded to double-check for anything corrected in WEAVE since end-of-cycle reports were completed in July and loaded into programs' document repositories. Any changes to those reports should be noted in a contrasting color and the revised reports uploaded. These revised reports will inform the AAC annual report to the provost.

5. 2011-12 Initiatives

Triangulation: Pursuant to knowledge gained while updating compliance/quality reports, committee faculty representatives were reminded to follow up with any programs that still have not instituted measurement triangulation for 2011-12. If training support is needed for any area, the director of assessment should be informed right away.

Action Plans: The committee determined that training to upgrade action-plan design and reporting should be held early in the spring semester, with approach to that training varying by college.

Analyses: The committee determined that training to upgrade analysis/summary entries in WEAVE should be held late in the spring semester, or immediately following the end of the semester, with approach to that training varying by college.

The following training approaches were recommended for the various colleges:

COE/COLFA/COBA/ COST —Training should be held for all individuals who make entries in WEAVE; a preliminary session with department heads should initiate the training and the dean should “require” attendance at training sessions.

COAES—Training should be held for department heads and they should bring along any faculty members to whom they plan to entrust WEAVE entries in the future.

AAC department-head representatives were asked to determine with their college leaderships dates that will work for both the action-plan and the analysis training sessions and notify the director of assessment as soon as possible, so that she can get them on her schedule for next semester. Faculty and department-head representatives will be instrumental in design of training targeted specifically for their colleges.

The committee recommended that the training slides be loaded onto the assessment Website for later reference when materials actually are being loaded into WEAVE.

6. Other

The committee requested that the director of assessment develop some conversation starters to assist leaders of fall and spring assessment discussions with faculty.

7. 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 the current checklist and deadlines are reviewed and discussed in every Department Head meeting.

8. Remaining meetings for fall: Monday, 11/7, 11:00 a.m., Admin 208 Monday, 12/5, 11:00 a.m., Admin 208