<p style="text-align:center;">**Academic Assessment Committee**</p>

<p style="text-align:center;">**Minutes &** <mark>**Action Items (indicated in yellow highlighting)**</mark></p>

<p style="text-align:center;">July 13, 2012
11:00 a.m.
Library 139 (Computer Lab)</p>

Attending:

James Pierce	Ben Bruce	Jason LaTouche	Wayne Atchley
Jill Burk	Denise Martinez	Kay Teague	Gay Wakefield
Sue Erwin	Teresa Davidian	Thomas Bradley	

1. <mark>**2011-12 Dean review forms for Action Plans and Analyses**</mark>

☐ <mark>7/1-15: Deans review and discuss ACTION PLANS & ANALYSES with Academic-Department Heads, and deans upload corresponding ACTION PLAN & ANALYSIS review forms to each academic program's Document Management section in **WEAVEonline®**</mark>

Dean Burk requested that "Dean's" be added at the beginning of the review rubrics for use by deans. Gay Wakefield made that change and uploaded the revised documents to the Academic Assessment web page.

2. <mark>**AAC Reminders Checklist**</mark>

Should be finished

☐ 6/15-30: AAC representatives check for completion of FINDINGS, ACTION PLANS, and ANALYSIS, then provide feedback to Dean and to Program Coordinators and Department Heads, and copy to Director of Assessment

July

☐ <mark>7/15-31: Complete End-of-Year Report forms for each Academic Program</mark>
☐ <mark>Prior to 7/31: Upload completed End-of-Year Report forms to each academic program's and each budget unit's Document Management section in WEAVE, then notify each academic program's WEAVE faculty, Department/Unit Head, Dean, and Director of Assessment, for reporting to the Provost</mark>
☐ <mark>Encourage and facilitate constituents in completion of their training and their tasks for the month.</mark>

August

☐ <mark>8/1-10: AAC Department Head representatives check for completion of Budget Units' ANNUAL REPORTS, then provide feedback to Dean and Unit Heads, and copy to Director of Assessment</mark>

3. **2011-12 End-of-Year Review forms (SLO and Unit)**

AAC End-of-Year Review begins 7/15, with all forms to be completed and uploaded before 8/1. These forms are used to create the bulk of the 2012 Compliance Report to be submitted to Academic Affairs; annual-report completion info for Department Head rep's constituent budget units (due no later than 8/10) provides the rest. Any of either type of report not received by deadline will be entered into the 2012 Compliance Report as noncompliant.

The AAC discussed final revisions needed on the End-of-Year review forms, made by Gay Wakefield and uploaded to the Academic Assessment web page.

4.   **Fall Meetings**—Please send fall schedules to Gay Wakefield no later than August 1.

5.   **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-reminders checklist,
3) make sure that current checklist and deadlines are reviewed and discussed in every Department Head meeting
4) remind constituents that the latest assessment-schedule updates always are available at: www.tarleton.edu/academicassessment/assessment/timeline.html
5) remind constituents that the latest AAC minutes always are available at: www.tarleton.edu/academicassessment/committee/minutes.html