

Academic Assessment Committee Meeting Minutes

12_11_17

Attendance

Cassandra Broadus-Garcia, (Co-Chair); Bradley Kjell, Marianne Fallon, Marian Anton, Heather Rodriguez, Kareem Shabana, Martha Kruey, Yvonne Kirby, Linda Clark, Sharon Clapp

1. Meeting Minutes from 11/20/17 (Shabana/Fallon)
2. Old Business
 - a. Process for programs that have Specialized Accreditation
 - i. AAC will invite representatives from specialized accredited programs
 - ii. Kirby will informally ask at the NEASC meeting to benchmark processes at other institutions.
 - b. Moving forward, all AAC members will review all reports.
 - i. All ensure they have reviewed MAT and MS Anesthesia reports for first January meeting (1/22/18, 3:05pm, location TBA). Cassandra to re-send original team breakdown and Mel will reset the Taskstream for all to evaluate those reports

3. Program report reviews

NOTE: AAC members should provide helpful, encouraging comments to be used for department feedback letters.

Suggestion for AAC members to attend Council of Chairs meeting to explain rubric, guidelines, and present an aspirational assessment report example.

Would be good to have prior feedback letters and/or reports referenced so we can see if recommendations have been implemented.

- a. BA Geography
 - i. Primary issue was lack of data outside of student satisfaction survey
- b. MS Geography
 - i. Lacked data outside of student satisfaction
- c. BA Hospitality and Tourism
 - i. Questions about last three columns of Table 2 and how they were calculated

Prospective Date for Walk-in Clinic: **February 22nd** - maybe over 2 days. Can members of committee commit to various table topics?

Next meeting: 1/22/18, 3:05pm , location TBA

- Respectfully submitted, Linda Clark and Sharon Clapp