

Academic Assessment Committee

Minutes for April 6, 2009

In attendance:

S. Adair, C. Broadus-Garcia, N. Hoffman, B. Hosch, J. Jones, C. Menoche, G. Mejia, A. Pozorski, H. Wang, Carol Morano (guest)

Approval of Minutes

The minutes from the March 16, 2009 meeting were approved.

Status update on degree program reports and general education letters

Additional evaluations reports were recently completed. Disaggregated SSI information by programs have been sent to program coordinators. Letters about general education assessment have been sent out to academic departments.

Braden will remind department chairs about the assessment grants after the request for proposals becomes available. In previous years, the due date for submission of the grant has been mid-May.

Changes to guidelines for assessment reports due September 2009

There was discussion on the assessment report submission guidelines. Improvements were made and the guidelines finalized.

Sample letters to departments re: 2008 reports

The Committee reviewed a sample letter that will be sent out to departments accompanying their assessment reports. Comments and corrections were discussed and improvements made. Current draft guidelines for annual department reports indicate that assessment reports and feedback from the Committee should be included in the academic department's annual report.

Protocol for departmental letters of review

There was a discussion on the protocol for AAC members reading the letters issued to their individual departments. It was decided that committee member will not review the letters to their department unless they request to do so.

Announcement

The 6th Annual CSU System Assessment Conference will take place on April 24, 2009, 8:30am-2:00 pm at Eastern Connecticut State University. Dr. Clifford Adelman, Senior Associate, Institute for Higher Education Policy will speak on "Measure for Measure: Assessing Student Learning Outcomes across Institutions." All are encouraged to attend.

Meeting adjourned

The meeting was adjourned at 4:50 p.m. The next meeting will be on Monday, April 20, 2009, 3:30 p.m., in the 1849 Room, Student Center.

Respectfully submitted,
Carol Morano

The meeting schedule for spring 2009 is as follows:

Day	Date	Time	Location
M	4/20/2009	3:30pm-5:00pm	1849 Room SC
M	5/4/2009	3:30pm-5:00pm	1849 Room SC