

## Academic Assessment Committee Meeting Minutes

**1/22/18, 3:05pm, Blue & White room, Student Center**

Present: Mel Horton, Mary Anne Nunn, Marianne Fallon, Kareem Shabana, C. Christopher Lee, Martha Kruy, Dan Chase, Marian Anton, Bradley Kjell, Helen R. Abadiano, Linda Clark, Heather Rodriguez, Sharon Clapp

*Approval of 12/11/17 meeting minutes (Nunn/Shabana)*

- Mel demonstrated how to go into Taskstream to view submitted reports from departments – how to login to Taskstream through Blackboard.
  - Wanted to discuss the MAT report to see if (with some minor edits/tweaks) it could be used as an example of a well-done assessment report to share with other departments. Members commented that the report included unnecessary information (such as information necessary for accrediting bodies, but not necessarily for the AAC). In addition, it was noted that some of the assessment data provided was relative to program intake requirements and not related to learning outcomes.
- Assessment rubric and reporting format discussion. Specifically, discussion focused on revising the format/templates for those programs that already create assessment reports for external accreditation agencies. Should we be asking them to submit an AAC report in addition to external accreditation report? Committee members also mention that accreditation reports are not annual, so which template would be used for assessment reporting in the interim years (interim reports contain 1 year's data, vs. the 5 year reports)? Should the ACC have multiple reporting templates – one for those programs with external accreditation and one for those without? One problem with reports for external accreditation is that they cannot be posted to OIRA's website. Another potential issue with use of external accreditation reporting is that there may be gaps between the learning outcomes used by schools and those used by individual programs. Committee members agreed that the goal is to ensure that assessment of programs on an ongoing basis is not an onerous process.
- The question was raised - Do we want to spend most of our energy focusing on those programs without external accreditation? Further discussion of issues regarding reporting for those schools with external accreditation was tabled until Y. Kirby and C. Broadus-Garcia could be present.
- Possible Walk-in clinic discussion:
  - Dates: NEASC Steering Committee meeting date was supposed to be 2/22/18, so we need a new date for clinic. We discussed 3/5, which was the same as our AAC meeting date. Instead suggestions of 2/26/18 or Thurs., 3/1/18 were made. A walk-in clinic alternative was suggested: We could meet with those appointed by the Dean to write the assessment reports. This would offer a more personalized option than the clinic. Why not target departments that didn't do well? We could offer this option when letters go out (and send a follow-up to the Dean's office, so that they are aware that the report has been sent back to chair).

- Discussion of issue of consequences of poor assessment reports. Maybe shorten / abbreviate the interim reports? Make sure that departments start with a meaningful assessment plan that indicates how LOs and assessment data relate and will be handled.
- Two reports will be posted for next meeting. We should all read the same report, limit to 2 reports at a time, ideally.

IV. OCP Pre-health studies report – should it be embedded in the BMS degree report? If there is a code, it must be submitted separately – Mel will follow up with Yvonne, some programs are allowed to combine.

*Motion to adjourn*

*Abadiano/Shabana, 4:15pm*

***Next Meeting, Feb. 5<sup>th</sup>, Blue & white room***

*- Respectfully submitted, Sharon Clapp*