

Academic Assessment Committee Meeting Minutes

3:05 PM Monday, Feb. 5, 2018

Student Center, Blue/White Room 133

Attendance: Marian Anton, Cassandra Broadus-Garcia (co-chair), Sharon Clapp, Linda Clark, Marianne Fallon, Yvonne Kirby, Bradley Kjell, Martha Kruey, C. Christopher Lee, James Mulrooney, Mary Anne Nunn, Heather Rodriguez, and Kareem Shabana

Meeting started at 3:05 pm.

I. **Review and Approval AAC Meeting Minutes from 1/22/18 (Nunn/Shabana)**

Motion carries unanimously: minutes approved.

II. **Old Business**

A. **OCP Pre-Health Studies Report Discussion** – Should it be embedded in the BMS degree report? Motion was made and unanimously approved to embed the pre-health studies OCP Pre-Health Studies report in the BMS degree program report. (Mulrooney/Nunn)

B. **Assessment Reporting Format for Accredited Programs**

Committee discussed approaches to deal with the reporting of fully accredited programs to AAC for NEASC purposes. Options included committee accepting accrediting bodies' reports in lieu of AAC full report. Important factors to consider: (a) Data should be collected every year for NEASC university-reporting purposes. (b) Accreditation reports would not be posted on OIRA website, instead a Summary Report would be presented.

C. Committee agreed to accept professional accreditation reports in place of AAC full reports provided that accrediting body reports fulfill the main attributes of assessment for NEASC purposes, in which case the reports will be evaluated (scored) based on their accrediting bodies' reporting standards.

D. Committee agreed to revise reports scoring rubrics to accommodate acceptance of professional accreditation reports in place of full AAC full reports by simplifying the rubrics to only include a few attributes.

E. Committee agreed that revision of reports will be delayed until after the NEASC visit.

F. Cassandra Broadus-Garcia moved to adopt a new reporting format beginning September 2018 where (1) non accredited programs will submit full and interim reports to AAC, and (2) accredited programs will complete a newly developed annual report to be stipulated. Mary Anne Nun seconded the motion. Motion carries unanimously.

G. A Sub-committee was formed to work on a new Assessment Reporting Format for Accredited Programs. Committee members who will serve include Marian Anton, Cassandra Broadus-Garcia, Bradley Kjell, and Chris Lee. Proposed date for first meeting: 3/5/18

III. **Review of Music B.A., Music B.S, and Music M.S. reports** - Committee discussed all Music degree programs, noting an issue that submitted reports did not follow the AAC reporting format, making it somewhat difficult to score. Discussion included issues with using the existing full-report rubric for scoring Interim reports and how a new instrument needs to be developed. Music Department programs are NASM accredited.

IV. **AAC Meeting Schedule, March 2018** - Cassandra Broadus-Garcia announced next AAC full committee meeting will be on March 26th, 3:05pm.

V. **Motion to adjourn meeting** at 4:20pm. (Broadus-Garcia/Shabana) Motion unanimously approved.

- Respectfully submitted, Kareem Shabana