

**A-State Assessment Committee (AAC)**  
**Meeting Minutes**  
**January 22, 2018, 2:00 pm**  
**Library 6<sup>th</sup> Floor Conference Room**

**Meeting called to order:** by Chairperson Dr. Summer DeProw at 2:06 pm

**Members present:** Dr. Summer Deprow, Dr. Paul Mixon, Mr. Ali Khalil, Dr. Melodie Philhours, Dr. Debbie Shelton, Ms. Beth Silverthorn, Dr. Martha Spack, Ms. Mary Elizabeth Spence, and Ms. Elizabeth Wakefield

**Members absent:** Ms. Shelley Gipson, Dr. Karen Wheeler

- I. December 1, 2017 meeting minutes were passed with a motion from Dr. Debbie Shelton, and a second by Mr. Ali Khalil. All approved.
- II. Spring 2018 Goals and Timelines for Assessment, Accreditation, and Program Review. Dr. DeProw shared this information from the Dean's meeting so that the committee would be aware of all of the program level accreditation that is taking place as well and how it fits into the timeline of the HLC accreditation process.
- III. ULO-PLO Alignment process has begun. The emails have been sent out and quite a few program level assessment leaders have responded.
- IV. HLC – Assurance Argument for part 4B was passed out to the committee for review. The assurance argument shows all of the supporting evidence for HLC and how we are using that information to assess student learning. It also outlines all of the assessment processes. Final draft is due on February 1<sup>st</sup> and the site team will visit March 5-6<sup>th</sup>, 2018. Dr. DeProw also let the committee know if there were not comfortable with assessment and the procedures that the office of assessment would love to meet them and have a discussion. We predict that HLC will want to meet with university level assessment leaders in a group setting and not individually.
- V. SGOC Handbook Status – The Deans meeting had some opinions on wording in the handbook. There is currently a disconnect between how the colleges are set up in the SGOC handbooks, which is affecting the Assessment handbook. Also, the Deans felt that there should be a clause about professional expertise in the handbook. All of these things are going to the GEC for discussion. Only one Dean voted down the handbook.
- VI. University Assessment Plan – In an effort to become a data rich university, the committee has decided to update the senior exit survey. Half of that survey are learning items, and half are required for federal financial aid. The committee decided that they needed more information about how the senior exit survey is currently deployed in order to move forward. It was suggested that we write a policy for the senior exit survey as we go along the process of upcycling the survey. The committee decided the following:
  - a. There should be an exit survey.

- b. We need to look at new ways of deployment so that our response rate is larger.
- c. The survey questions should be revised.

The committee would like to bring in Dr. Lonnie Williams and Ms. Tracy Finch to help flush out the current process.

Meeting adjourned at 3:08 pm.

EAW