

Minutes of the A-State Assessment Committee (AAC)
Meeting Minutes
March 2, 2017, 11:00am
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Dr. Summer DeProw, Ms. Shelley Gipson, Mr. Ross Grant, Dr. Paul Mixon, Dr. Melodie Philhours, Mr. Rodney Rice, Ms. Beth Silverthorn, Dr. Topeka Small, Ms. Martha Spack, Dr. Deborah Chappel Traylor, and Dr. Karen Wheeler.

Members absent: Dr. Bob Bennett

Guests: Mr. Kyle Davis, Intern

I. Welcome, meeting called to order 11:00am

II. Meeting Minutes from February 16, 2017

Minutes were reviewed. Motion to approve by Dr. Paul Mixon. Seconded by Ms. Shelley Gipson. Minutes approved.

III. Next Meeting

March 16, same time and location.

IV. Spring 2017 Goal #1: The New and Improved ULOs Update:

Results of the SGOC meeting:

- Update: SGOC voted to:
 - Yes, this is a shared governance issue
 - No, it is not a faculty handbook issue
 - Constituency groups are Faculty Senate, Staff Senate, Deans Council, Chairs Council, and SGA (Dr. DeProw will attend their meeting on March 3, 2017)
 - Expedited review was granted
 - Shared governance committee that is responsible: SGOC
 - Summer DeProw will be responsible for paperwork (with Angela Daniels help)

V. Spring 2017 Goal #3: Assessment Handbook

Members reviewed a rough draft of an Assessment Handbook.

Most institutions have an assessment handbook.

Discussion-

Introduction paragraph- regarding the value of assessment.

Should be addressed to an audience of the university community.

Purpose of handbook vs. purpose of assessment.

Dr. Wheeler will assist with the handbook but asked all members to feel free to comment and contribute.

Suggestion was made to include information about Assessment Office and the structure of the committees. (Purpose Statements)

Handbook will help new assessment leaders and be a resource.

Program Section: Edits, suggestions & questions.

Co-Curricular: Beth Silverthorn suggested explaining how co-curricular areas are selected- clarity as to what makes up co-curricular. Martha Spack- Operational vs. Co-Curricular.

Beth and Martha will help write this section of the handbook and also run it by the other co-curricular areas.

Discussion of the Documentation section and Glossary.

University Transparency- Syllabi will be spot-checked by HLC. Syllabi templates and “best practices” to be helpful.
Upcoming Assurance report – could refer to and have links to the handbook.
Shared Governance.
Changes in Policy, such as ULOs.

Dr. DeProw will be editing, and Co-Curricular work, send a draft to members and ask for opinions via email. Will continue edits at next meeting, March 16th.

Meeting Adjourned 11:45am

JM 3/14/17