

# Academic Assessment Committee

## Meeting Minutes September 30, 2019 Blue & White Room, Student Center

**Present:** M. Anton, C. Broadus-Garcia, C. Ciotto, S. Clapp, J. Duquette, M. Kaczmarek, M. Kruy, C. Lee, M. Nunn, N. Raajpoot, C. Thomas.

Guests: J. Hansen, Library

Meeting called to order 3:10 p.m.

**I. Review/Approval of AAC Meeting Minutes from 9/16/19**

Minutes were amended and approved unanimously by the committee members.

**II. Review/Approval of AAC Meeting Minutes from 4/29/19**

Committee reviewed Reporting Guidelines and AAC Rubric Revision. Minutes were reviewed by committee members and unanimously approved by the committee.

**III. Linking AAC Rubric with Reporting Guidelines & Art Department Report**

Committee reviewed the newly revised full program report to learn what is required in each full program report. Committee co-chair walked the committee members through each criteria from the Evaluation Rubric Assessment Report template. Committee scored a full program report, submitted from the 2017-2018 academic year, in order to reach an understanding of the AAC's scoring process, vocabulary and program report policies.

Committee will be using paper rubrics for manually scoring program reports until Assessment Coordinator explores technologies/software for faster scoring.

A pilot program for updating and streamlining the Evaluation Rubric and scoring process was suggested by two committee members. This new rubric and scoring process is intended to provide more effective feedback letters to the departments. This pilot program will only occur after the OIRA has been consulted and will move forward outside of the AAC's formal activities.

**IV. Next meeting: Monday, October 14<sup>th</sup> in SC, Blue and White Rm (133) at 3:05 p.m.**

**V. The Committee will begin to score three History program reports at the October 14<sup>th</sup> meeting.**

**VI. The meeting adjourned at 4:27 p.m.**

Submitted respectfully,  
Martha Kruy, Secretary