

# Academic Assessment Committee

## Meeting Minutes September 16, 2019 Blue & White Room, Student Center

**Present:** K. Alette, M. Anton, C. Ciotto, S. Clapp, C. Broadus-Garcia, J. Duquette, M. Kaczmarek, Y. Kirby, M. Kruey, C. Lee, J. Mulrooney, N. Raajpoot, C. Thomas.

Meeting called to order 3:05 p.m.

**I. Welcome and Introductions** - All AAC members introduced themselves. Broadus-Garcia introduced and welcomed Martie Kaczmarek, new OIRA Assessment Coordinator.

**II. Approval of AAC Minutes from April 29, 2019**

Minutes for April 29, 2019 were tabled until September 30<sup>th</sup> meeting.

**III. Election of 2019-2020 AAC Chair**

Cassandra Broadus-Garcia and Jim Mulrooney were elected Co-Chairs for 2019-2020 academic year.

**IV. NECHE Accreditation Updates:**

Yvonne Kirby presented the outcomes of the NECHE results and commended the AAC for their work on the NECHE Self-Study. She reported that in 2023, the university's five-year report will be due.

**V. Reporting Guidelines for Accredited Programs: Clarifications from 10/1/18 Minutes**

AAC members reviewed the October 1, 2018 and discussed Reporting Guidelines for Accredited Programs. Discussion took place to further clarify the policy originally presented in the October 1<sup>st</sup> minutes. (See attached document.)

**VI. Review of AAC 2019-2020 Meeting Dates**

AAC meetings for 2019-2020 will be: 9/16; 9/30; 10/14; 10/28; 11/4; 11/18; 2/3; 3/2; 3/23; 3/30; 4/13; 4/27. Meetings during the Spring 2020 semester will take place in the Sprague Carlton Clock Room 134 of the Student Activity Center.

**VII. Reports to Be Reviewed in AY 2019-2020**

20-22 full departmental reports are scheduled for review during the 2019-2020 academic year.

**VIII. Departmental Assessment Reporting Procedures/Guidelines**

Martie Kaczmarek presented the revised Reporting Guidelines for Full Assessment Reports.

The assessment process for measuring General Education Learning Objectives/Outcomes was discussed, namely the MSC-Model. Beginning September 2020, General Education LO assessment will be conducted solely using the MSC-model with departments no longer being required to submit GenEd departmental-level assessments, but rather participate in the GenEd Assessment Initiative (MSC-Model).

AAC Evaluation Rubric was distributed and members were asked to review it prior to the Sept. 30<sup>th</sup> meeting.

M. Anton requested that feedback letters be submitted to AAC members for informational purposes.

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IX: The next meeting will take place in the Blue and White Room of the Student Center on September 30, 2019 at 3:05 p.m.

Meeting adjourned 4:30 p.m.

Submitted respectfully,  
Martha Kruy, Secretary

## Academic Assessment Committee

### Updated Information on Reporting Guidelines for Accredited Programs

Accredited programs have documented that the Assessment report process is difficult when those departments with externally-accredited programs that require the assessment of student Learning Outcomes must write multiple full reports in different formats within the same year. Situations include, but are not limited to:

- 1) Standards are different among different accrediting agencies (possibly including varying definitions relevant to student learning outcomes)
- 2) Not everything that is measured of student activities are necessarily reflected in student learning outcomes with assessment.
- 3) Some external accreditation processes do not require reports every year (some have five and 10-year cycles).

To better meet the needs of our Accredited programs and in lieu of a Full university Assessment Report, accredited programs will submit to OIRA their external accreditation self-study reports on the year of submission to the accrediting agency. (Note: Those reports that are considered confidential by external accrediting agencies will not be posted for public view on the University's website. Outcomes and feedback to academic programs from their respective accrediting agencies will only be viewed by AAC members and program faculty members. Findings and analysis of program Learning Outcomes as well as the agency's feedback letter are needed for NECHE and BoR reports. NECHE requires data that shows student learning outcome performance before or upon graduation, not after graduation.)

1. Feedback letters/reports from the outside accrediting agency will be submitted to the AAC. If a program is cited for deficiencies that require corrective actions related to students' academic learning,, then a discussion of the corrective actions would need to be included in the department's Summary Report to the AAC.
2. Accredited programs are no longer required to submit Full reports. Instead, they will submit a Summary Report every year to the AAC, reporting on student learning of Program Learning Outcomes as well as General Education assessment outcomes/participation. Accredited programs will no longer be required to submit Interim reports.
3. Failure to comply with this assessment reporting format will result in programs being put back on the Five Year Assessment Cycle and a submission of a full assessment report to the AAC in the next year will be required