Academic Assessment Committee Meeting
Meeting Minutes
December 3, 2018
Sprague Room, Student Center

Attendance: M. Anton, C. Broadus-Garcia, S. Clapp, M. Fallon, R. Kirby, Y. Kirby, M.A. Nunn

I. Meeting called to order at 3:15pm by C. Broadus-Garcia

II. Announcements
   a. C. Broadus-Garcia noted the poor attendance at meetings and poor return of scores. M. Anton suggested that members could make up their scores over Winter Break. C. Broadus-Garcia also noted that future reports, including those links to this meeting agenda (Biology and Nursing), can be scored early over the break to lessen workloads during the semester.
   b. M. Kruy will serve on the Faculty Senate ad hoc committee on FYE.
   c. S. Clapp finished feedback letter for Philosophy. C. Broadus-Garcia will send to the Philosophy Department chairperson.

III. Old Business – Aqua scoring
    a. R. Kirby demonstrated the Aqua website for online submission of assessment scores and comments. Assessment reports will be identified by program DHE designations. The website will be updated shortly.

IV. Approval of Minutes
    a. Tabled due to lack of quorum. To be resubmitted at the 2/4/19 AAC meeting.

V. Review of Full Assessment Reports
    a. Physics and Engineering Physics, BS
       i. Discussion of Physics report
       ii. M. Fallon will write feedback letter
    b. STEM, MA
       i. Discussion of STEM report
       ii. M. Fallon will write feedback letter

VI. New Business
    a. General Education Rubric
       i. C. Broadus-Garcia shared a draft of the General Education Scoring Rubric to accommodate participation in the MSC model. Discussed changes to the rubric and the challenges with GenEd Learning Objectives/Outcomes.
ii. Discussed how to address communication gaps between individual faculty members and departmental assessment committees.

   i. Recruitment of assessment Retreat Scorers
   ii. One-on-one recruiting faculty participants for 2018-2019 student artifacts
      1. Written Communication
      2. Critical Thinking
      3. Quantitative Reasoning
      4. Information Literacy
      5. Civic Engagement

VII. Next meeting – February 4, 2019
   a. Reports to be reviewed – Due Monday February 4, 2018 at 8:00 am.
      i. BSN – Nursing
      ii. BS – Biology

Respectfully submitted,
M. Fallon