Academic Assessment Committee

Meeting Minutes
November 19, 2018
Blue & White Room, Student Center

Present: L. Amaya-Bower, M. Anton, C. Broadus-Garcia (chairperson), C. Ciotto, S. Clapp, M. Fallon, M., R. Kirby, Y. Kirby, M. Kruy, M. Nunn.

Meeting Called to order at 3:11 p.m.

Approval of 11/5/18 AAC Meeting Minutes was moved to end of this meeting to await quorum.

I.   New Business – An Aqua Demonstration

Richard Kirby, OIRA Analyst, is working to get AAC members online with Aqua. A request has been made that a null value be available in the scoring templates for those criteria with no applicable values (i.e., reports that do not include data, analysis, or other required sections) due to circumstances beyond a program's control (e.g., change in assessment process, program is new, change to curriculum, etc.). As of this meeting, the Aqua accounts have not been processed by Watermark. Aqua should be online soon so that AAC members can score reports electronically.

When Aqua accounts are made available, Committee members will need to go back and input scores for all reports previously scored this semester (viz., Philosophy, Graphic/Information Design, Software Engineer, and Cybersecurity and others). OIRA will return previously submitted handwritten scores to all AAC members.

Dr. Broadus-Garcia demonstrated process for accessing Aqua to all present Committee members. This process includes using the CCSU email and entering a password. As demonstrated, rubric criteria will appear at the bottom of the screen for easy scoring. When making comments, members must identify the criteria for which the comment is being made. Departmental assessment reports can be printed out as well as being downloaded to Word, so that comments can be made in the margins of the documents, if the scorer so chooses. Reports should not be "nonscorable" and members should not have to "delete any evaluations" - two tools available at top of the Aqua screen.

II.   Scoring of Departmental Reports

A. Graphic/Information Design B.A.
Discussion about the departmental assessment report ensued, including the use of appropriate report formats. Feedback letter to department chairperson, Professor Eleanor Thornton, will be drafted by Dr. Mary Ann Nunn.

B. M.S. in Software Engineering
Discussions about the report occurred. Feedback letter to report preparer, Stan Kurkovsky, will be drafted by Dr. Cassandra Broadus-Garcia.

C. B.S. in Cybersecurity
Discussions about the report occurred. Feedback letter to the Computer Science and Computer Electronics & Graphics Technology departments report preparers, Chad Williams and Xiaobing Hou, will be drafted by Dr. Cassandra Broadus-Garcia.

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III.   AAC Policy Suggestions

The committee's assessment of the reports for 11/19/18 resulted in the following suggestions regarding policies on assessment reporting, participation in the General Education Assessment Initiative (MSC-model) and other AAC initiatives or practices:

1. Future Reporting Guidelines could include more specific directions (e.g., an example of a well-formatted and complete report) to assist report writers in using correct formats and appending required information.
2. IDTRC could offer trainings for faculty members, or provide a video that trains faculty members in writing these reports (i.e., use of spreadsheets for data reporting and other tools that might assist everyone in creating improved reports).
3. At end of year, AAC will identify reports that lay out data informatively and demonstrate best practices for presenting summary statistics. Those reports could them be used as examples for future report writers.
4. General Education rubric needs to be revised for those programs that submit artifacts and/or participate in the GenEd Assessment Initiative (MSC-model). Reporting guidelines should also include directions for indicating faculty member(s) participating in MSC-model within the report. Another suggestion is that a list be posted to inform report writers which departments have participated in the GenEd Assessment Initiative.

IV.   Old Business

Chairperson revisited AAC members who serve on both the AAC and the Faculty Senate for purposes of scheduling AAC meetings. Only one AAC member serves on both committees.

December 3rd meeting will be for entire AAC and reports will be sent out six days in advance. Dr. Broadus-Garcia will notify committee members protocols for scoring the 12/3/18 reports, either hand-scoring or electronically through Aqua.

Approval of 11/5/18 meeting minutes was tabled until the 12/3/18 AAC meeting.

Meeting adjourned at 4:18 p.m.

Submitted respectfully,
Martha Kruy
Secretary