

Academic Assessment Committee Meeting  
November 20, 2014  
12:00 – 1:00  
Faculty Office Building 620

Present: Rashid Aidun, Jondavid DeLong, Ken Erickson, Tatsuhito Koya, Michael Newtown, Wil Rivers, Rachel Santos, Karen Spellacy, Sarah Todd, Jennifer Waite

Excused: Kirk Jones

The meeting was convened at 12:00 p.m.

**Next Step in Academic Assessment Data-Plan Improvements:** Most program data collection sheets are now in Angel. The collection cycle timeline will remain as was agreed upon, ending in October. However accredited program cycles will need to be adjusted; thus the timelines for those programs will be aligned accordingly. The data gathered for the accreditation process will be also be used for internal program assessment. It was decided that the Dental Hygiene Bachelor of Technology data collection sheet will be used as a template going forward, as it gives Sarah all the information she needs to put into TaskStream; she will be working on creating that form next week. The Deans and Academic Assessment Committee faculty will convey this information to the faculty in their respective schools.

**Update on TaskStream Implementation – Sarah:** Sarah gave an update on how things are moving ahead with TaskStream. Assessment in the Major and Institutional Scorecard forms are complete. The forms are fill in the blank and have examples so that those who are not used to doing assessment can see what kind of information is required. There are good and bad examples listed to help guide the faculty and there will also be the ability to re-use information on other assessments. Some things to think about are how do we want to evaluate these things, should a rubric be created, and what do we want to do with the data once we have it? Should data be embedded to assist our external reviewers?

When this information is pulled together from both the Academic and Non-Academic Committees, the data will drive just about everything on campus. Recommendations will be made to the Executive Cabinet to assist in decisions related to everything including curriculums, hiring decisions, dorms and buildings, and budget allocations.

**Taskstream Training Update:** Sarah meets with TaskStream once a week. The Early Childhood program will be used as an example. There will be one report for both the Non-Academic and Academic Committees; they will share one space but will be able to see their own data. The plan is to be implemented for next semester. Faculty whose programs were chosen for the pilot program will begin training in the spring.

**For Next Semester:**

- Faculty will be asked for a progress report early in the spring semester regarding their data collection processes. Progress reports will be done in early February so there is time to add additional information (if needed) before the March date.
- There will be three meetings, one for each school, where curriculum coordinators will have a roundtable discussion with members of the Academic Assessment Committee. Faculty will also be asked to come and talk to the group and explain what assessment procedures they are using to collect their data. Faculty can feed off each other and share ideas with each other.
- AAC faculty representatives (with the support of their Deans) will schedule meetings with curriculum coordinators (and anyone else in the AAC who is able to attend) to discuss and share methodology and success stories.

It was also suggested that assessment be included under “Rationale” on the back of the curricular change forms.

Next meeting (TBD): Renee will work on scheduling a meeting in January before classes begin.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Renee Campbell, Recorder