

Minutes of the A-State Assessment Committee (AAC)
Meeting Minutes
March 16, 2017, 11:00am
Library 6th Floor Conference Room

Meeting called to order: by Chairperson Dr. Summer DeProw

Members present: Dr. Bob Bennett, Dr. Summer DeProw, Dr. Melodie Philhours, Ms. Beth Silverthorn, Dr. Topeka Small, Ms. Martha Spack, and Dr. Karen Wheeler.

Members absent: Ms. Shelley Gipson, Mr. Ross Grant, Dr. Paul Mixon, Mr. Rodney Rice, and Dr. Deborah Chappel Traylor.

Guests:

I. Welcome, meeting called to order 11:00am

II. Meeting Minutes from March 2, 2017

Minutes were reviewed. Motion to approve by Dr. Melodie Philhours. Seconded by Ms. Beth Silverthorn. Minutes approved.

III. Revised Student-Learning Assessment Handbook

Members broke into groups of two to review assigned sections (GenEd, Program & Co-Curricular) of the revised draft of the Student-Learning Assessment Handbook.

Discussion-Wording issues: Program vs. Degree, Major, Concentration, Program of Study. Suggestion to define in one place for the entire handbook. Other Wording: Assessment Committee- can use “group of faculty”.

All members in attendance reviewed the Documentation section which affects all areas (GenEd, Program & Co-Curricular)

Suggestions: Explain Taskstream’s organization. Ex: “Areas are assigned a workspace”. Define “workspace” and explain the main parts for each cycle: Assessment Plan, Findings, Action Plan & Status Report.

Glossary- put at the end of Appendices

Dr. Small will help double check Taskstream information and Appendix D.

Adjustments will be made to the handbook.

IV. Next Meeting: April

Meeting Adjourned 11:41am