

College Assessment Oversight Committee
Meeting #2 October 19, 2015
Minutes

Present: Dr. Deborah Buswell, Dr. Chrissy Cross, Dr. Lisa Mize, Dr. Jannah Nerren, Dr. Chris Sams, Dr. Carolyn Stuftt, Dr. Scott Whitney, Ms. Maggie Washington (interpreter)

Not present: Mr. Todd Barrios, Dr. Karyn Hall, Dr. Terry Overton, Dr. Amanda Rudolph, Dr. Christina Sinclair, and Dr. Claudia Whitley (Each of these absent committee members had other obligations on campus or out of town on this date.)

The committee discussed the following:

- Program Review Discussion:
 - Procedure – The committee discussed the logistics for the approach that would be taken to accomplish the review of the PCOE SACS reports in TracDat. There are 64 program and certification area reports for review by the committee. There are an additional 10 academic support unit reports. It was decided that the committee would evenly divide the 64 program and certification area reports between each committee member, and that two Associate Deans would review the academic support units. To ensure consistency in reviewing, each committee member will receive a copy of the previous year's review with the name of the review redacted. Additionally, if any committee member felt that there were issues requiring a second review, another committee member would be asked to conduct a second review. Should the second reviewer also have concerns, the entire committee will review the report.
 - Training – A poll will be send out to determine a time to meet with Dr. King for training on reviewing the reports. This will happen quickly to equip committee members to begin effective reviews as soon as possible.
 - Deadlines – A copy of the assessment calendar was dispersed. The committee set the goal of completing the first round of reviews by January 31st. Any reports requiring a second review will go to a second committee member, and should be completed by February 29. The committee will meet a final time in early March to review any reports requiring full committee review, and to finalize committee work on this project.
 - LiveText and TracDat were discussed as being two separate systems that are both needed to complete the reviews. It was discussed that Dr. Nerren would forward the list of report assignments to Dr. King so that he could begin the process of getting committee members access to the assigned reports.

- It was discussed that as committee members review reports they should pay particular attention to the previous years' reports to consider the following:
 - Were recommendations addressed?
 - Is there consistency in comments or ratings assigned by reviewers? (For example, did the 2014 reviewer state that an objective is exemplary, and then in 2015 the exact same objective receives a rating of needing improvement?)
- It was discussed that as committee members review their assigned reports, they should consider the following, based on Dr. King's suggestion, and come prepared at the March meeting to share this information.
 - Are there revisions necessary in the rubric?
 - Did you review any excellent academic program assessment reports?