## Academic Assessment Committee Minutes Index Fall 2000

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ACADEMIC ASSESSMENT COMMITTEE  
MINUTES  
August 28, 2000

Present: Amber Story, Kathryn Brewer, Jim Yates, Janice Cullen, Stelios Kapranidis, Randy Duckett, Lovely Ulmer-Sottong, Maureen Bergstrom

The first Academic Assessment Committee (AAC) of the 2000-2001 semester was called to order by Amber Story. Dr. Story first asked the Committee to elect a chair for the upcoming year. It was unanimously decided Dr. Amber Story would be the Chairperson of the Academic Assessment Committee.

Dr. Story next discussed meeting dates and times. It was decided the Committee will meet on Mondays at 3:00 p.m. The dates and rooms are as follows:

- September 11, 2000 - ADM 113
- September 25, 2000 - ADM 113
- October 16, 2000 - ADM 113
- October 30, 2000 - ADM 112
- November 13, 2000 - ADM 112
- November 27, 2000 - ADM 112

Dr. Story explained that the AAC last year had reviewed Forms A, B, and C for all 18 units on campus. This year, Spring 2001, the AAC will review six units - Biology, BIS, Business, English, Fine Arts, and Math. Amber will send out an invitation at the beginning of the Spring semester to the Chairs/Heads of those units requesting they attend a meeting to discuss their unit's Forms.

Fall 2000, the Committee will work on completing a rubric for Test Booklet #14. At the September 11, 2000 meeting, ten completed answer sheets will be distributed to the members and work will commence on the rubric. Dr. Ulmer-Sottong stated that because of the upcoming SACS visit, it is necessary for the rubric to be completed and ready for scoring Test #14.

Dr. Ulmer-Sottong distributed a handout to the committee members. This handout stated the history of assessment, definition, basic requirements of program and USCA assessment and the rotational reviews of the units by the Assessment Committee.

Dr. Ulmer-Sottong noted that Dr. Premo-Hopkins is preparing a statement on computer literacy that will go on Form B.

Dr. Ulmer-Sottong mentioned that the next edition of Assessment News will be out in the next few weeks. She asked the members to send her any notes on what their respective units are doing in the way of assessment. The AAC Chair is also invited to write a column entitled News from the Chair about what the Committee is doing. The assessment newsletter will highlight what is happening in assessment around campus both on the academic side and the administrative side and generally give some hints on doing good assessment. It will be distributed to all full-time faculty and each administrative office on campus two to three times a year depending on when there is enough “news”.

The next committee meeting will be Monday, September 11 at 3:00 p.m. in ADM 113.

Respectfully submitted,

Maureen Bergstrom
Present: Chair Dr. Amber Story, Dr. Kathryn Brewer, Dr. Jim Yates, Dr. Janice Cullen, Dr. Stelios Kapranidis, Dr. Lovely Ulmer-Sottong

Maureen Bergstrom was absent due to a Chancellor’s Search meeting. Dr. Lovely Ulmer-Sottong took the minutes.

The second Academic Assessment Committee (AAC) of the 2000-2001 academic year was called to order by Dr. Amber Story. She distributed to each member present, 10 papers to “grade” using the rubric that is still under development. 10 copies of the rubric were also distributed.

Discussion followed regarding the history of the development of Question 14 and its relevance to the general education goals at USCA. Dr. Story and former members of the committee briefed the new members of the committee on the development of the piloted question. Dr. Ulmer-Sottong handed out several past minutes of prior committees to further document the development of this question and rubric for the general education goals. Dr. Story carefully went over the rubric so that all members would have a clear idea of the task at hand.

Dr. Kapranidis discussed the necessity for more questions than one to measure the general education goals. Dr. Story pointed out that other questions could be developed in the future to measure the general education goals; however, the immediate task of this committee to continue to work on this question and this rubric. She hopes that we are close to closure on this rubric.

The committee members are to take 10 student papers and grade them using a copy of the one page rubric for each of the papers. By the next meeting (Sept. 25th), we will discuss each member’s evaluation of these papers, why a member may have given it that evaluation and how similar or different each committee members evaluations are one from another. Dr. Jim Yates is going to attempt to design a recording matrix to allow us to capture the evaluations in spreadsheet form.

The next meeting of the assessment committee will be in the Penland Administration Building on Sept. 25th at 3:00 in Room 113.

Respectfully submitted,
Lovely Ulmer-Sottong, Ph.D.
In Maureen Bergstrom’s absence
Present: Amber Story, Kathryn Brewer, Jim Yates, Janice Cullen, Stelios Kapranidis, Maureen Bergstrom

Amber Story opened the meeting. She asked the committee if the Rubric Instructions were clear. Amber suggested that the word "Maybe" should be changed to "Mixed" on the Rubric.

The remainder of the meeting, the members reviewed and completed their scoring of five Senior Answer Sheets. During the course of the meeting, a few changes were noted that would be made to the Rubric Instructions.

Next semester, Amber will get the calendars from all the members to arrange a convenient time for the Spring Semester 2001 Academic Assessment Committee Meetings. The Rubric Instructions will be given to the Committee ex-officios (Blanche Premo-Hopkins, and Randy Duckett) to see if they are able to score an answer sheet using the Rubric Instructions. Test Booklet #14 will then move forward.

The Committee will also review six Program Reviews from the following departments: Biology, Geology, English, Chemistry, Fine Arts and BIS.

The committee was adjourned at 4:20 p.m.

Respectfully submitted,

Maureen Bergstrom