<table>
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<th>Meeting</th>
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<tbody>
<tr>
<td>August 25th</td>
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<td>September 1st</td>
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<td>October 20th</td>
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<td>November 10th</td>
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<td>December 1st</td>
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Present: S. Field, R. Li, R. Watts, L. Rhodes, W. Schweder, B. Hosch, M. Bergstrom

The new members were introduced and welcomed to the Committee.

First order of business was selection of a chair. Dr. Hosch explained the duties of a chair. Dr. Sandra Field accepted the nomination as chair of the AAC for 2005-2006.

The next item covered was scheduling meeting times for the remainder of the semester. The Fall 2005 schedule is as follows:

- September 1
- October 20
- November 10
- December 1

All meetings will take place at 4:10 p.m., B&E 102, pending availability.

A binder was distributed to each member with information about the assessment committee, its responsibilities, USCA guidelines for assessment, and some supporting documentation. Dr. Hosch provided a brief overview of materials in the binder. He mentioned that the next SACS visit to USCA will be entirely different from the one in 2001. SACS now requires all schools to focus on learning outcomes.

Dr. Hosch observed that the Committee has been working with faculty to articulate goals and objectives for student learning outcomes for general education since Fall 2003. He reported to the Committee that he pledged to the Executive Vice Chancellor that the Committee would make every effort to finish the process of articulating these outcomes before the end of Spring 2006.

The process of reviewing the Assessment Reports from the Program Reviews was also discussed. The Committee will review three academic units this year: Chemistry/Physics, Communications, and Education; the School of Education will submit five separate reports, one for each undergraduate degree program. It may be possible to review one of these units this Fall.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Maureen Bergstrom
Present: S. Field, R. Li, R. Watts, L. Rhodes, W. Schweder, B. Hosch

The Committee voted unanimously to approve the minutes from the August 25th meeting.

Dr. Hosch reviewed the assessment binder passed out at the first meeting with the Committee.

The Committee gave Dr. Hosch authorization to allow the Office of Institutional Effectiveness to nominate a student representative to the Committee. This was done with a unanimous vote by the Committee.

Dr. Hosch read the SACS Strategic Plan on Assessment from the binder.

Dr. Hosch reviewed the Principals of Accreditations on page 10 of the binder.

Dr. Hosch noted that Programs Reviews from the various academic units are due October 11th.

Dr. Hosch stated that M. Bergstrom was working to create an electronic database program reviews and data dating back ten years.

Dr. Hosch showed the Committee a rubric that the assessment committee created last year. The current Assessment Committee will fill out these rubrics this year.

Dr. Hosch reviewed the Goals and Objectives for General Education document with the Committee.

The Committee gave Dr. Hosch authorization to speak with the chairs of the various departments to help finalize the Goals and Objectives for General Education. This was done with a unanimous vote by the Committee.

Dr. Fields asked if the review of the general education requirements was a part of the Strategic Plan. The answer was yes.

Dr. Fields asked who determines the goals and objectives for the Non-Western requirements. Dr. Hosch mentioned that he would like a delegate from each department that teaches those courses to talk about redoing the requirements.

At the next meeting Dr. Hosch will have reports and decide when to have discussions with persons from the Social Science and Humanities departments.

Respectfully submitted,

Windy Schweder
Academic Assessment Committee  
October 20, 2005  
Minutes

Present:  S. Field, R. Li, R. Watts, L. Rhodes, B. Hosch, M. Bergstrom

The minutes of the September 1, 2005 meeting, with slight modifications, were approved.

Dr. Hosch discussed the status of a student joining the AAC. The Student Government Association has been unable to identify a student who would be available to attend the meetings. It was suggested that Graduate Directors in the School of Education and the Psychology Department be contacted. A Graduate Student from one of these academic units may be interested in being a member on this committee and offer some valuable assistance. Dr. Hosch offered to contact the Directors.

The Assessment Committee Evaluation Checklists from 2004-05 were discussed. Last year, the Assessment Committee reviewed five majors. The summary table with the mean evaluations of these majors is on the report presented to the committee; this table summarizes “where we are and where we need to be.” In all categories, the assessment sections of program reviews were below the level of meeting guidelines, and in three areas, they were below the “approaches” guidelines category. Dr. Hosch was cautiously optimistic that some improvements to the process would generate better results, but he also encouraged Committee members not to alter their standards of evaluation in order to see the indicators rise.

**Assessment of Academic Programs**

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<td>Goals</td>
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<tr>
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<td>1.7</td>
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1=Missing, 2=Approaches Guidelines, 3=Meets Guidelines, 4=Exceeds Guidelines

Dr. Hosch mentioned that some program reviews at other institutions link assessment data to the request. It was suggested that the AAC may want to send a request to the Academic Council noting that requests should be linked to assessment.

General Education was discussed. Dr. Hosch noted that the Gen Ed report had a cosmetic change, to make the report look “prettier.” There is now a box of editorial changes that describes changes made. Two additional sections have been completed: World Civilizations and American Political Process. Dr. Hosch will have a meeting in the near future with the Social Science professors, Drs. Bosch, Callen, and Kuck. The Natural Sciences section will remain in draft form for AY 2005-06, but several faculty members in Biology and Chemistry are assessing student learning using the draft outcomes this semester, even though the outcomes have not received final approval from each faculty. These results are being collected online in 2005-06 and this assessment process will be monitored. Learning outcomes for Humanities and Cross-Cultural understanding will be addressed in meetings with faculty later in 2005-06 to modify the current draft of outcomes.

The Program Reviews from Chemistry, Communications, Exercise & Sports Science, Ruth Patrick Science Center, and School of Education were distributed to the Committee members. The question the Committee needs to answer when reviewing these reports is: Would SACS be convinced the students in these programs are meeting goals and objectives?

It was agreed that the Committee will review all program reviews first and then call the Academic Unit heads to discuss. The Committee will review in January.

The next meeting of the Academic Assessment Committee is scheduled for November 10 at 4:10 p.m., B&E 102. At that time, the General Education report will be discussed further and a review of the presentation that Drs. Hosch and Rhodes gave at the SAIR conference.

Respectfully submitted,  
Maureen Bergstrom
Present: S. Field, R. Li, R. Watts, L. Rhodes, A. Bouknight, B. Hosch, M. Bergstrom

Dr. Field called the meeting to order. The minutes of the October 20, 2005 meeting, were approved. Dr. Hosch introduced the student representative, Ashley Bouknight, a graduate student in the Master’s Program in Clinical Psychology.

A copy of Liberal Education Outcomes, A Preliminary Report on Student Achievement in College (American Association of Colleges and Universities, 2005) was distributed to the committee. Dr. Hosch explained that this document discusses student outcomes in a useful way. It also demonstrates some alignment between USCA’s general education curriculum and this formulation of a “model” curriculum for a liberal education.

Dr. Hosch gave the AAC an update on the finalization of General Education outcomes at USCA. He met with Drs. Val Lumans and Bob Botsch to revise general education outcomes in their respective areas. Changes were presented to the Committee and were approved with a minor editorial change in American Political Institutions. A meeting with Drs. Botsch, Callen, and Kuck is planned for December to revise the outcomes for Social and Behavioral Sciences.

Last year’s Academic Assessment Committee charged Dr. Hosch with making sure the academic units addressed the suggestions from the AAC. Because of a three-year interval between reviews, it was decided that a follow-up review by the IE Director in the year after review by the AAC would be the best way to handle keeping up with the assessment portion of the Program Review. The units reviewed by Dr Hosch were: History, Nursing, Political Science, Psychology, and Sociology. Dr Hosch reported that overall, fourteen recommendations were made by the AAC to these units. Four recommendations were fully addressed, six were adequately addressed or in progress, three showed some progress or change but fell short of addressing the recommendation, and just one was not addressed at all. In all, 71.4% of Committee recommendations were either fully addressed or actions were in progress to address them. This level of responsiveness represents significant improvement over last year, when only 33% or recommendations were addressed in some way.

Dr. Hosch concluded from his examination that recommendations from the AAC might be more readily discernible if they were put into a summary. He noted that the letters to the units may have been too cumbersome and the units may have had difficulty identifying the recommendations. It may also be beneficial if the letters get out to the units earlier so the heads have more time to work on the recommendations. Also, he indicated that AAC could re-examine the timeline for reviewing all of the reports, such as starting before December to accelerate the process. It was agreed by the AAC:

1) Make review letters clearer
2) Review reports earlier (before the end of the year)
3) Meet with the unit heads the beginning of January

The next meeting of the Academic Assessment Committee is scheduled for December 1 at 4:10 p.m., B&E 102. The members were asked to bring their schedules and calendars for the Spring semester to allow setting up next semester’s meetings.

Respectfully submitted,
Maureen Bergstrom
Present: S. Field, R. Li, R. Watts, L. Rhodes, A. Bouknight, M. Bergstrom

Dr. Field called the meeting to order. The minutes of the November 10, 2005 meeting, were approved.

The Academic Assessment Committee will review the assessment reports from Communications, Chemistry, Education, and Exercise Science in that order next semester. The goal will be to have these reports reviewed by February 10, have the AAC members meet with the appropriate Unit Heads and have the AAC report completed and sent to the units before Spring Break, 2006. It was also requested that the AAC members read all four assessment reports before the first meeting in January.

The scheduled AAC meetings for Spring 2006 are:

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<tr>
<th>Date</th>
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<th>Time</th>
<th>Place</th>
<th>Review</th>
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<tbody>
<tr>
<td>January 19, 2006</td>
<td>Thursday</td>
<td>3:00 p.m.</td>
<td>B&amp;E 102</td>
<td>Communications and Chemistry</td>
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<tr>
<td>February 2, 2006</td>
<td>Thursday</td>
<td>3:00 p.m.</td>
<td>B&amp;E 102</td>
<td>Education</td>
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<td>February 9, 2006</td>
<td>Thursday</td>
<td>3:00 p.m.</td>
<td>B&amp;E 102</td>
<td>Exercise Science</td>
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After the AAC reviews these reports, they will invite the Unit Heads to meet with the Committee. Those meetings will be set up at the convenience of the Unit Head.

Respectfully submitted,

Maureen Bergstrom