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Minutes
Academic Assessment Committee
January 26, 2001

Present were Dr. Premo-Hopkins, Dr. Amber Story, Dr. Kathryn Brewer, Dr. Janice Cullen, Dr. Stelios Kapranidis, Dr. Lovely Ulmer-Sottong and Maureen Bergstrom.

The committee convened at 2:00pm. Meeting dates were set for Feb. 9, Feb. 23, March 16, March 30, April 13, April 27 for the Spring semester, all at 2:00pm. The duties for the upcoming semester were discussed. The committee will be reviewing the assessment plans and results (Form C for 1999-2000 and Forms A and B for 2000-2001) for six degree programs -- Biology/Geology, MIS, Business, English, Mathematical Science and Visual and Performing Arts. The committee read and approved a draft of the letter that the chair of the committee will be sending to these units to invite them to meet with the committee to discuss their assessment plans (see attachment).

The committee also was given 10 new answer sheets to Test Booklet #14 to score using the included instructions and the revised rubric. These were also given to the ex-officio members of the committee, who are not as familiar with the rubrics as the committee members, in order to assess reliability of scoring. It is hoped that a decent interjudge reliability for the rubric will be established. Members are to send their scored rubrics to Amber Story (box 2) by Feb. 7th so that she can tabulate the results before the next committee meeting on Feb. 9.

Respectfully submitted,

Amber Story
Minutes
Academic Assessment Committee
February 9, 2001

Present: Dr. Amber Story, Dr. Kathryn Brewer, Dr. Jim Yates, Maureen Bergstrom

The committee convened at 2:00 p.m. Forms A and B from the departments of English, Visual & Performing Arts, and Biology/Geology were distributed along with copies of the April 28, 2000 letters from the Academic Assessment Committee. Dr. Story distributed the Rubric "data" sheets, along with a form of interjudge agreement and the reliability of scoring. These documents will be sent to members who were not in attendance at today's meeting.

At the next Academic Assessment Committee meeting on February 23, the Committee members will review forms A, B, and C for the departments of English, Biology/Geology and Visual and Performing Arts. The committee members are requested to read over these forms and have written comments on Form C ready by February 23.

Following is the upcoming Academic Assessment Committee meetings and the department chairs who will be attending to discuss their Form C's.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
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<tbody>
<tr>
<td>February 23, 2001</td>
<td>Review Form C's of English, Biology/Geology and Visual and Performing Arts</td>
<td>Penland 110</td>
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<tr>
<td>March 16, 2001</td>
<td>English, Dr. Tom Mack (2:00 p.m.) Biology/Geology, Dr. Allen Dennis (2:30 p.m.)</td>
<td>Penland 110</td>
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<tr>
<td>March 30, 2001</td>
<td>Review Remaining Form C's</td>
<td>Penland 110</td>
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<tr>
<td>April 13, 2001</td>
<td>Visual and Performing Arts, Prof. Jack Benjamin</td>
<td>H&amp;SS 201</td>
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<td>April 27, 2001</td>
<td>BIS, Dr. Liz Bell</td>
<td>Penland 112</td>
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A discussion on the Rubric followed. Dr. Story spent most of Thursday, February 8, 2001 hand calculating the responses from the 8 "judges" of Question 14. Among the pairs of judges examined so far, the level of reliability is quite high, with agreements ranging from 62.6% to 91.1%. It was suggested that the item, "I don't know/Mixed" be eliminated. New instructions will be sent to all committee members.

**The next meeting will be Friday, February 23, 2001, 2:00 p.m. in Penland 110.**

Respectfully submitted,

Maureen Bergstrom
Minutes
Academic Assessment Committee
February 23, 2001

Present: Dr. Amber Story, Dr. Stelios Kapranidis, Dr. Blanche Premo-Hopkins, Dr. Lovely Ulmer-Sottong, Maureen Bergstrom

The committee convened at 2:00 p.m. Forms C from the departments of Biology and English were discussed. Comments and suggestions were written down for the upcoming meetings with the chairs of these two departments.

At the next Assessment Committee meeting on March 16, Dr. Tom Mack will attend at 2:00 p.m. Dr. Allen Dennis will attend at 2:30 p.m.

Following is an update of agenda items for the remaining meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Department/Professor</th>
<th>Time</th>
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<tr>
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<td>English, Dr. Tom Mack</td>
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<td>BIS, Dr. Liz Bell, Business, Dr. Vyas</td>
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<td>Penland 112</td>
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The next meeting will be March 16, 2001, Penland 110.

Respectfully submitted,

Maureen Bergstrom
Minutes
Academic Assessment Committee
March 16, 2001

Present: Dr. Amber Story, Dr. Janice Cullen, Dr. Kathy Brewer, Dr. Stelios Kapranidis, Dr. Jim Yates, Dr. Blanche Premo-Hopkins, Dr. Lovely Ulmer-Sottong, Maureen Bergstrom

The committee convened at 2:00 p.m. Dr. Tom Mack was the Committee's guest and the English Department's Form C was discussed. The English department has a fine plan and development.

Dr. Yates distributed two sheets (attached) with breakdowns of how Question 14 was analyzed by the eight members of the Academic Assessment Committee.

Dr. Dennis was the Committee's next guest to discuss his department's Form C.

Dr. Story expressed thanks to both guests for their department's hard work in developing Forms A, B and C. Dr. Story also told Drs. Mack and Dennis, they will be receiving letters from the Committee with any comments or concerns for their Form C's. She explained that this review will be done on a three-year rotation.

March 30, 2001 Review Form C's from Visual and Performing Arts and School of Business Penland 110

April 13, 2001 Visual and Performing Arts, Prof. Jack Benjamin H&SS 201

April 27, 2001 BIS, Dr. Liz Bell, Business, Dr. Vyas Penland 112

The next meeting will be March 30, 2001, Penland 110.

Respectfully submitted,

Maureen Bergstrom
Minutes
Academic Assessment Committee
March 30, 2001

Present: Dr. Amber Story, Dr. Kathy Brewer, Dr. Stelios Kapranidis, Dr. Jim Yates, Maureen Bergstrom

The committee convened at 2:00 p.m. Form C from the department of Visual and Performing Arts and the School of Business were reviewed. Attached are the letters sent to the School of Business and the Department of Visual and Performing Arts with the Committee's comments.

Forms A, B and C from BIS will be distributed to the Committee the week of April 9, 2001 to be reviewed April 13, 2001.

April 13, 2001 Visual and Performing Arts, Prof. Jack Benjamin; Review of BIS Report H&SS 201
April 27, 2001 BIS, Dr. Liz Bell; Business, Dr. Vyas Penland 112

The next meeting will be April 13, 2001 in H&SS 201.

Respectfully submitted,

Maureen Bergstrom
Academic Assessment Committee  
Meeting of April 13, 2001  
Minutes

The meeting was called to order by the Chair Amber Story at 2:00 p.m.

Members present were A. Story, K. Brewer, J. Cullen, J. Yates, L. Ulmer-Sottong and S. Kapranidis.

J. Benjamin and S. Fields, representing the Department of Visual and Performing Arts, discussed with the Committee the Assessment Forms C and B of their Department.

Next, the Committee discussed the submitted Form C of BIS. Comments and suggestions will be sent to Liz Bell who is in charge of the BIS Program assessment.

Chair Story reminded the Committee that the meeting of the Assessment Committee with the SACS representatives is on Tuesday April 17, at 11:30 a.m. in H&SS 201.

The next meeting is on April 27 at 2:00 p.m. The Committee will discuss the Assessment Forms for the BIS program and the School of Business with Liz Bell and N. Vyas respectively.

Respectfully submitted,

S. Kapranidis
Members present were A. Story, K. Brewer, J. Cullen, J. Yates, L. Ulmer-Sottong, S. Kapranidis, M. Bergstrom

Dr. Liz Bell was the Academic Assessment Committee's first guest. Form C from Interdisciplinary Studies (BIS) was reviewed.

Dr. Niren Vyas and Dr. Leanne McGrath next reviewed Form C from the School of Business with the Committee members.

All guests were notified that they would be receiving a formal letter from the Academic Assessment Committee with a summary of today's meeting.

The Committee members decided it would be best to meet again before the end of the semester. At that meeting, discussion of the final letters for all academic units that had their Form C reviewed during Spring 2001 would take place.

This called meeting of the Academic Assessment Committee will be Tuesday, May 1, 2001, ADM 101, 1:00 p.m.

Respectfully submitted,

M. Bergstrom