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
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
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
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 30, 2001</td>
<td>Review Form C's from Visual and Performing Arts and School of Business</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>
</tr>
<tr>
<td>April 27, 2001</td>
<td>BIS, Dr. Liz Bell, Business, Dr. Vyas</td>
<td>Penland 112</td>
</tr>
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The next meeting will be March 30, 2001, 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</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 16, 2001</td>
<td>English, Dr. Tom Mack</td>
<td>2:00 p.m.</td>
<td>Penland 110</td>
</tr>
<tr>
<td>March 30, 2001</td>
<td>Biology/Geology, Dr. Allen Dennis</td>
<td>2:30 p.m.</td>
<td>Penland 110</td>
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<tr>
<td>April 13, 2001</td>
<td>Visual and Performing Arts, Prof. Jack Benjamin</td>
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<td>H&amp;SS 201</td>
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<tr>
<td>April 27, 2001</td>
<td>BIS, Dr. Liz Bell, Business, Dr. Vyas</td>
<td></td>
<td>Penland 112</td>
</tr>
</tbody>
</table>

The next meeting will be March 16, 2001, Penland 110.

Respectfully submitted,

Maureen Bergstrom
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>
<th>Room</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>
</tr>
<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>
</tr>
<tr>
<td>March 30, 2001</td>
<td>Review Remaining Form C's</td>
<td>Penland 110</td>
</tr>
<tr>
<td>April 13, 2001</td>
<td>Visual and Performing Arts, Prof. Jack Benjamin</td>
<td>H&amp;SS 201</td>
</tr>
<tr>
<td>April 27, 2001</td>
<td>BIS, Dr. Liz Bell</td>
<td>Penland 112</td>
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</tbody>
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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
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, BIS, 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
ACADEMIC ASSESSMENT COMMITTEE  
MINUTES  
November 27, 2000

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
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
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