



# Academic Assessment Committee Orientation

August 22, 2023

3:00-4:00PM

239 Tigert Hall, Provost's Conference Room

# I. Member Introductions

See handbook for complete list of members

A hand wearing a tan sweater sleeve holds a white rectangular sign. The sign has the word "HELLO" written in large, bold, black capital letters. The background is a light, neutral color.

HELLO

- ◆ The President shall appoint six members to this committee, and the Senate shall elect six members from the faculty at large. Preference should be given to members with previous experience in assessment, curriculum development and evaluation and/or program accreditation. The student government shall select one non-voting student member. Term: 3 years, staggered; 1 year – student

## II. Academic Assessment Committee

Handbook p.4

### III. SACSCOC Accreditation Principle 8.2.a Handbook p. 9

- ◆ Principle 8.2.a. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs. (SACSCOC 2018, p. 68)







## IV. Standard Operating Procedures

Handbook pp. 6-8

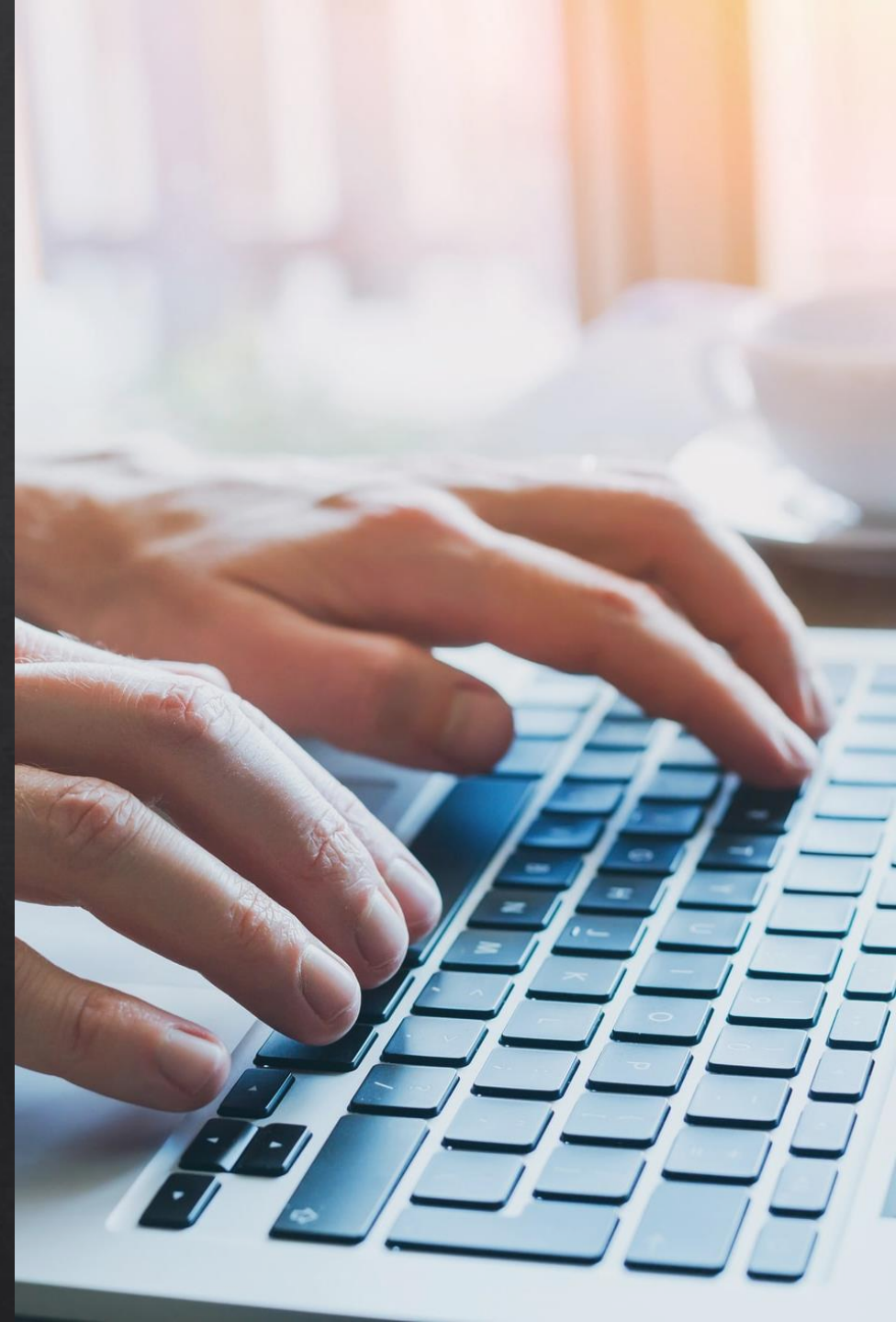
# Attendance

- ◇ All members are expected to attend each meeting in person when on campus. Members who are off campus are provided a link to join the meetings virtually.
- ◇ When a member has an unavoidable conflict, the member should, when possible, communicate recommendations on all scheduled actions to the Team Lead or the Chair.
- ◇ Meetings:
  - ◇ In-Person (Hybrid)
  - ◇ Online\*

\*In case a physical location is not available.

# Types of Requests

- ◇ All requests are submitted through UF's Academic Approval Tracking System
  - ◇ Mission Updates
  - ◇ New Academic Assessment Plans
  - ◇ Modified Academic Assessment Plans
    - ◇ E.g., Assessment methodology changes. Note: SACSCOC does not allow course grades to be used as SLO measures.
  - ◇ Combination, Joint, and Dual Degree – Justification for double-counted credits
  - ◇ Validity arguments for the use of 3rd party examinations as SLO measures.
  - ◇ Curriculum map or assessment timeline updates
  - ◇ Institution-level assessment plans, such as UF Quest, and the Quality Enhancement Plan.



# Action types

## ◇ Definitions of AAC Actions

- ◇ Approved
- ◇ Comment
- ◇ Conditionally Approved
- ◇ Denied
- ◇ Recycled
- ◇ Tabled



# Review Teams

Team	Member 1 (Lead)	Member 2	Member 3
1	Ferol Carytsas (P, 2024)	Carrie Adams (S, 2025)	Ifigeneia Giannadaki (P. 2025)
2	Michelle Tillander (P, 2025)	Shauna Buring (S, 2024)	Melissa Mellon (S. 2024)
3	Judi Schack-Dugre (P, 2025)	Lori Dassa (P, 2025)	Judi Schack-Dugre (P, 2025)
4	Josyln Ahlgren (S, 2025)	Matthew Ryan (S, 2025)	Richard Scholtz (S, 2026)

# Review Team Procedures and Examples

- ◆ Review assignments emailed one week prior to the meeting
- ◆ Members include recommendations in the List of Actions (shared document) by the Friday before the meeting
- ◆ The Team Lead summarizes comments by 12 pm (noon) the Monday prior to the meeting
- ◆ Example from the Academic Approval Tracking System
- ◆ AAC Sample List of Actions





# Voting

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The full committee votes on all recommendations.

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*Quorum.* A quorum is established when 6 members, or 50%, are present for voting. Members can be present in person or virtually.

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*Voting.* After discussion of the team's recommendation, the committee reaches consensus on the status of the request. The vote takes place after consensus is reached.

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*Decision.* The committee's decision is considered final with a majority vote.

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*Ties.* In the event of a tie, if no consensus can be reached, the request will be recycled for additional information to address the committee's concerns.



# Electronic meetings

- ◆ When there are less than three items for discussion and voting, there will be no formal meeting.
- ◆ Members are notified via e-mail when the meeting is conducted electronically, and they receive the shared documents as well as a link to an AAC electronic meeting Qualtrics form to collect their votes.
- ◆ **Process**
  - ◆ All requests are sent to the entire committee via email with a link to an AAC electronic meeting Qualtrics form.
  - ◆ After reviewing the requests, committee members enter their comments/recommendations and votes into Qualtrics.
  - ◆ Once all committee members have entered their decisions, these are tallied, and the Chair takes the appropriate action.





# Recap: Responsibilities and Anticipated Tasks

Handbook p. 10



Academic Learning  
Compacts,  
Assessment Plans



General Education,  
UF Quest



Quality  
Enhancement Plan



Advise Institutional  
Assessment



*The Journal of  
Assessment in Higher  
Education*



Academic  
Assessment  
Conference

# Useful Resources

- ◆ [Developing Program Goals and Student Learning Outcomes](#)
- ◆ [AAP Instructions](#)
- ◆ [Academic Assessment Planning Resources](#)
- ◆ [Academic Assessment Committee Handbook](#)



# AAC Webpage

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Headshot

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Brief bio

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Brief statement about assessment  
for AAC webpage (Academic  
Assessment Committee Members)





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# Questions



**Thank You**

