Ad Hoc Assessment Committee Minutes
September 7, 2017

Present: Costel Calin, Ray Cotrufo, Karen Cummings, Charlie Dillinger-Pate, Marybeth Fede, Jesse Gleason (chair), Heidi Lockwood, Anthony Richardson, Rebecca Silady, and Pat Starvaggi.

Meeting began at 9:40am
1. Introduction of members
2. Announcements: AhAC will be disbanded after this semester; members will have their choice as to what committees to serve on in the spring.

3. New Business
   1. Discussion of three key issues to be discussed this fall by AhAC
      a) How many credits does the committee chairperson of PRAC need? The PRAC bylaws stipulate that 3.0 cr be given. Consider how many hours of work per week the chairperson does, also consider how many hours per week should be done for 1.0 cr. Confirm that 3.0 cr corresponds to approximately 10 hours per week.
      b) How can faculty reassigned time for program review be used most effectively? How many credits do departments need to do the assessment for program review? Discussion of argument to allocate credits to award collection and reporting of data, not just descriptive writing of the report. Two possibilities discussed:
         i. A pool of credits goes to the department chair – credits are basically awarded to write a descriptive report (this may be the model that many departments currently adopt)
         ii. Assessment coordinators are established within the department. Credits are not be given out automatically, but rather awarded based upon some sort of demonstration of progress in terms of data collection, development of plans, etc. (RCART model)
   2. Plan for finishing meetings with affinity groups (to be continued)

Meeting adjourned 10:57am