Ad Hoc Assessment Committee Minutes
December 7, 2017

Present: Costel Calin, Ray Cotrufo, Karen Cummings, Charlie Dillinger-Pate, Marybeth Fede, Jesse Gleason (AhAC chair), Heidi Lockwood, Rebecca Silady, Deborah Weiss (UCF co-chair)

Absent: Anthony Richardson, Robert Smith, Pat Starvaggi

Meeting began at 9:37am

New business:

1. AhAC chair in Spring 2018
   i. Rebecca Silady self-nominates,
   ii. Nomination is seconded (M. Fede),
   iii. Vote in favor is unanimous

2. Discussion of exempting programs with external accreditation from internal program review
   i. Program review not just for accreditation, but also for a program self-study
   ii. Need to document areas of internal program review not covered by external review (e.g., Chemistry with learning outcomes)
   iii. University mission (e.g., institutional emphases) not covered by external review
   iv. Need for efficiencies when assessment is taken up again in fall of 2018
   v. Internal and external processes may be equivalent but not identical
   vi. Department assessments rather than programs
   vii. Departments with LEP courses will still need to report data for those courses

3. Motion passed: If a department receives external accreditation for their program, this program will be exempt from internal program review.
   a. Departments with external accreditation with courses in the LEP will still need to submit data for said courses to LEP assessment coordinator.
   b. Departments with external accreditation that do not include assessment data from learning outcomes would still submit an assessment report through PRAC.

4. Discussion tabled for next semester, RE: combining grad & undergrad review
   i. Keeping review of grad and undergrad programs separate
   ii. Combining grad and undergrad review under a joint committee
   iii. Offering departments choice of reviewing together or separately
iv. Opportunity to normalize compensation/credits allocated to departments for program review in a fair and equitable way

Meeting adjourned 10:49 am
Rubric Planning and Assessment Process v.10

1.0 Identify appropriate assessment techniques and tools

2.0 Provide Students with appropriate assignments & assessments and share data and/or results to LEP Director

3.0 Collect and de-identify data then share with OAP

4.0 Analyze data as needed and generate/share annual report.

5.0 Create and share 7-year PRAC Report

6.0 A) Reviews LEP PRAC Report and Makes Recommendations to LEP Director and Provost’s Office.
   B) Shares 7-Year PRAC Report with Provost’s Office

7.0 "Close the loop" Recommending revisions based on the PRAC reports

Repeat Assessment Process