Ad Hoc Assessment Committee Minutes
February 8, 2018

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

Absent: Anthony Richardson and Robert Smith

Meeting began at 9:38am

Old Business
• Revising the Program Assessment Document to describe a departmental review process encompassing both grad and undergrad programs
  o The ASC/PRAC Working Group met on February 7, 2018 and generated a revised Program Assessment Document based on the feedback from ASC and AHAC.
  o The revised document incorporates all of AHAC suggestions from the AHAC meeting on January 25, 2018 and does not constitute any increase in workload for undergraduate program review.
    ▪ The focus of the self-study remains on the assessment process.
    ▪ Full-time faculty CV’s are required for graduate faculty, strongly recommended for undergraduate faculty.
    ▪ All additional items added to the review process have been added as suggestions rather than requirements.
  o AHAC discussed the revised document, made minor wording changes, and was generally pleased with the updates.

New Business
• Discussion of possible ways to combine the PRAC and ASC review processes: flow of reports, format and scheduling of meetings, etc.
  o AHAC was in favor of a combined PRAC/ASC committee, reporting to both Grad Council and UCF.
  o Several logistical ideas and solutions were raised and will be brought to the ASC/PRAC working group for discussion.
• Discussion of wording in the Program Assessment Document regarding assessment of General Education courses.
  o There was general agreement that the assessment of any LEP courses that are required in a particular program and embedded in the LEP must be discussed in that particular program’s self-study.
  o Discussion regarding departmental LEP courses specifically for non-majors that are not part of the departmental programs under review was tabled.

Meeting ended at 10:46am