Ad Hoc Assessment Committee Minutes
February 22, 2018

Present: Costel Calin, Ray Cotrufo, Karen Cummings, Marybeth Fede, Jesse Gleason, Heidi Lockwood, Rebecca Silady (chair), Robert Smith, and Pat Starvaggi

Absent: Charlie Dellinger-Pate and Anthony Richardson

Meeting began at 9:40am

Old Business

- Discussion of the combining of the PRAC and ASC review processes
  - Reviewed the document which includes the revised combined procedure for departmental review, roles for the parties involved in the process, and a procedural timeline
    - ASC has 3 possible outcomes from Grad Review: Full Approval, Conditional Approval, and Denial of Approval. Because we are transitioning to departmental review, AHAC felt that the consequences involved in Denial of Approval would no longer be appropriate. Suggestions were made for alternatives and will be discussed in the ASC/PRAC working group.
    - Additional language needs to be added to the document to clarify the following:
      - External review process and timeline
      - Process for the new ASC/PRAC committee’s vote regarding Full Approval vs Conditional Approval. Should it be by simple majority or 2/3? Should it always be by secret ballot or only upon request?
  - Discussion of wording in the Program Assessment Document regarding assessment of General Education courses.
    - Previously, 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 the self-study.
    - Discussion regarding departmental LEP courses specifically for non-majors that are not part of the departmental programs under review
      - All of these courses will be reviewed when the LEP self-study is reviewed during its scheduled time in the seven-year cycle.
      - Requiring these courses to be included is problematic given that some departments that offer non-major LEP courses are completely exempt from internal review due to their external accreditation status. Therefore, this requirement could not be uniformly implemented.
      - However, for some departments a major focus of the work of the department is providing classes for the LEP. A department may want to highlight this service to the University.
      - Therefore, AHAC decided that assessment of LEP courses that are not part of a department’s programs may be included in the self-study, but are not required.

Meeting ended at 10:50am