Ad Hoc Assessment Committee Minutes
March 29, 2018

Present: Costel Calin, Ray Cotrufo, Charlie Dellinger-Pate, Marybeth Fede, Heidi Lockwood, Anthony Richardson, Rebecca Silady (chair), and Robert Smith,

Absent: Karen Cummings, Jesse Gleason, and Pat Starvaggi

Meeting began at 9:44 am

Old Business
• Review of the Academic Department Review Document
  o Corrected improper uses of “department” vs. “program” language in document.
  o The procedure for departments that do not submit reports is described in both the body of the document and Appendix A. The language of these two descriptions was brought into alignment.
• Motion to approve the Academic Department Review Document
  o In favor: 8
  o Against: 0

New Business
• Review of the Standards and Assessment Review Committee By-Laws
  o Discussion regarding Co-Chair term limits: The ASC by-laws include a term limit for the chairperson of 2 years, while the UCF Constitution includes a term limit for standing committee chairpersons of 3 years.
  o Discussion regarding membership: Most members of the current AHAC will be able to continue serving in Fall 2018. This will enable us to follow the statement in the by-laws that there be “representation from each academic school … continuity on the committee and to select GC and UCF members with interest and preferably experience with assessment, program evaluation, and/or accreditation.”
  o Discussion regarding amending the by-laws: The StAR by-laws are being modeled after the PRAC by-laws. The PRAC by-laws stated that when discussing a potential amendment “The following documents will guide PRAC members in their deliberations:
    1. Guiding Principles of the UCF
    2. Flow of Proposals
    3. “Academic Program Review” document”
  We are unsure what the “guiding principles of the UCF” and “flow of proposals” documents are and if they should continue being listed as influencing future amendments to the StAR by-laws.

Meeting ended at 10:40am