

Academic Assessment Council

Minutes

November 17, 2014

I. Training Conducted and Responses

- A. There were two sets of workshops: 1st set targeted people with a new role in Compliance Assist (new users were invited), and 2nd set was roundtables where people could come and discuss issues they were having (discussed rubrics, faculty buy-in, curriculum mapping, etc.). Topics were selected based on results from a faculty survey earlier this semester.
- B. Corinne Nicolas is also doing one-on-one consultations with those who couldn't make it to a workshop.
- C. We are going to continue offering training each semester.
- D. We need to provide more support to coordinators who don't teach.
- E. Corinne plans to talk to associate deans to find out what worked/didn't work about the review process, and what can be done better.
- F. Discussed whether or not the listserv the best place to advertise trainings.
- G. Can we get a how-to guide for viewing other department's reports in the Planning module?
 - 1. Emily will work on writing one.
- H. Please remind those working in the Planning module to check the 2013-2014 form for feedback in the Notes section at the bottom – mostly targeting how to move forward.
- I. Provide as much detail in the assessment reports as possible; it's better to have more than not enough information.

II. UTASSESS Listserv Update

- A. Had difficulties with the listserv at first (users hitting "Reply All" instead of just responding to one person).
- B. The listserv has been changed to a moderated one. Mary Albrecht and Emily Walling see the messages first and approve them for distribution.
- C. If you want someone added to the listserv, email Mary or Emily. We need their name, email address, and NetID.

III. sacs.utk.edu Resources

- A. This is not intended to be a one-stop page for assessment information – that information can be found on the Tennessee Teaching & Learning Center's website.
- B. Breakdown of the website:
 - 1. Homepage – At the bottom, anyone can find PDFs of updated manuals for Compliance Assist. After they are about a month old, they are then placed in the Resources page. You can also log in to Compliance Assist by clicking on the link under Quick Links.
 - 2. About page – General page about the Office of Accreditation, our accreditation through SACSCOC, and how to contact Mary and Emily.
 - 3. General Education Assessment - All of the rubrics are on that page.

4. Programmatic Accreditation – List of our programs that are accredited, last date of review, and next accreditation year.
 5. Quality Enhancement Plan – You can find the QEP logo and general information about the QEP here. There’s a list of the members, QEP in the news, the charge, and other relevant information. We will post the QEP Report once it’s finalized, and we will update this page as the QEP is implemented next year.
 6. Resources – The older PDF resources are here so they don’t clog the homepage.
 7. SACSCOC Reports and Correspondence – Our 2014 Compliance Report, the Fifth-Year Interim Report, letters from SACSCOC, and other documents can be found here. There is also a subpage that lists all the substantive change letters and approvals.
 8. SACSCOC-Related Policies – The UT Substantive Change Policy, UT Faculty Credentialing information, and the transcript authorization form for GTAs are housed here.
- C. If you think other information needs to be posted to this website, contact Mary.

IV. What are you hearing? How can we help?

- A. Are you seeing faculty buy-in from the colleges?
 1. Interest in curriculum mapping.
 2. The use of exit surveys.
 3. When to use direct vs. indirect measures.
- B. If anyone in your office/department has any feedback they want to provide about the workshops, listserv, etc., they may email Mary (malbrech@utk.edu).