

AAG Meeting Minutes 11/15/16

Attendees: Sarah Mulhall Adelman, Lori Lavigne, Zhe Li, Lawrence McKenna, Mark Nicholas, Judith Otto, Satish Penmatsa, Charles Sachs, Ruth Remington, Niall Stephens, and Rachel Trousdale

Time: 9:30AM – 10:30AM

Location: 1839 Room (McCarthy College Center)

Role of the AAG: At the beginning of the meeting Nicholas gave a brief description of the nature and role of the AAG.

Institutional Surveys

- The Office of Institutional Assessment recently produced program reports for several institutional surveys.
- The institutional surveys were the:
 - Commencement Survey;
 - Academic Advising Survey; and
 - Graduate Exit Survey
- AAG members were given the opportunity to review their program's commencement survey results.
- Nicholas informed members that the data from the surveys could be used in their current annual assessment report if applicable.
- Nicholas also encouraged members to reach out to their chairs who have received the data for their program.

Davis Grant

- The Office of Institutional Assessment is currently in the process of closing out the Davis Grant.
- Currently in collaboration with other faculty the Office of Institutional Assessment has presented three papers on the grant's workshop series.
- The workshop series explored assignment prompts and assessment methods created by professors in their courses.
- The Office of Institutional Assessment plans to present the data collected from the workshop series to the AAG in a future meeting.

Program Assessment Report Template

- Academic departments will create annual assessment reports for each of their degree granting programs. This report will use the template circulated by the Office of Institutional Assessment.
- Nicholas reviewed the template with the AAG members and went over each component of the template.
- Programs with specialized accreditation do not need to submit an annual program assessment report.

Program Mission Statements and Objectives

- Nicholas informed AAG members that NEASC would be looking for program mission statements and objectives on department websites.
- Nicholas strongly encouraged members to check if their department web sites have this information and if not to find a way to have this information listed in the near future.

CELTSS Certificate in Program Assessment Workshops

- Nicholas informed AAG members about the opportunity for departments to participate in the CELTSS Spring workshop Series on program assessment.
- The purpose of the certificate program is to develop faculty members' knowledge of program assessment, philosophy, techniques, and methods. The goal is that participants will be equipped to develop a robust program assessment plan based on best practices.

The meeting ended at 10:30AM. The next AAG meeting will be held during the Spring 2017 semester.