

Minutes of the Academic Outcomes Assessment Committee Meeting  
Tuesday, March 13, 2012  
Library 401

AOAC Co-chair Dr. Steven Shore called the meeting to order at 3:38 p.m. Although a quorum was not present, no motions requiring voting were anticipated and enough voting and non-voting members were present to proceed with the member training portion of the meeting.

**Voting Members in Attendance:** Melinda Barr, Kim Jameson, Beverly Schaeffer, Zachary Sumner (student member),

**Absent Voting Members:** James Bothwell, Haining Chen, Karen Jordan, Chris Oerhlein, George Risinger, Susan VanSchuyver

**Non-voting Members in Attendance:** Alexa Mashlan, Susan Tabor, Janet Perry

**Absent Non-voting Members:** Tom Ashby, Greg Gardner, Jon Inglett, Barbary King, Joyce Morgan-Dees, Jim Schwark, Max Simmons

Agenda:

1. Report on status of five-year plan proposal

Steve Shore reported that Greg Gardner, Associate Vice-President for Academic Affairs, had presented the proposal forwarded from the AOAC at the December 13, 2011 meeting to require submission of five-year plans only once after the five-year program review. He asked Dr. Susan Tabor, Dean of Social Sciences, to report on the action taken by the Dean's Council in response to the AOAC proposal. Dr. Tabor reported that the Dean's Council had discussed the proposal and had adopted the AOAC's recommendation with the modification that programs be required to revisit their plan (although not necessarily revise and resubmit them) two years into the five-year review cycle to ensure that the plan was still being implemented as presented and that the plan was providing the information needed by they program.

2. Discussion of current pre-review assignments

There were no questions regarding the assignments that had been made to read and provide feedback on the assessment plans and reports of the programs undergoing their five-year program review during the 2012-2013 academic year.

3. Training and discussion – Rubrics and Portfolios

Dr. Steve Shore presented an overview of rubrics and portfolios based on information from *Assessing Student Learning: A Common Sense Approach* by Linda Suskie. The presentation included information about VALUE rubrics from the Association of American Colleges and Universities. In the portion of the presentation covering portfolios, the need for allowing

students to choose at least some of the work in a portfolio and writing a reflection paper on the reasons for including specific work was discussed.

4. Old business

There was no old business to discuss.

5. New business

Dr. Steve Shore reported that Greg Gardner had agreed to using Academic Affairs money to purchase copies of *Assessing Student Learning: A Common Sense Approach* by Linda Suskie for members of the AOAC and the Center for Learning and Teaching. The books would not belong to individual members. Instead, when members are due to rotate off the committee, they would be required to pass on their copy of the book to the person from their division taking their place on the AOAC.

The meeting was adjourned at 4:50 p.m.