

ACC Meeting Name: Achieving Excellence Committee

DRAFT Minutes

Meeting Date: March 28, 2008

Time: 1:30 pm to 3:30 pm

Location: HBC, Room 201

Chair: Soon Merz

Members Present: D'Maris Allen-Mierl, Steve Clary, Kathleen Christensen, Sylvia Galvan Gonzalez, Sandy Gaskin, Donetta Goodall, Rich Griffiths, Mary Harris, Nancy Miller, Soon Merz, Grace Tan, Roslyn Wallace.

Absent: Sheila Ammons, David Borden, Stephan Davis, Lyman Grant, Ron Johns, Karen Lauchner, Caryn Newburger, Linda Welsh, Zach Corbell, Virginia Lawrence, Vida Forrest y Salazar, Michael Davis, Charles Quinn, Robert Daley, Kyle Pierce, Mike Midgley, Norma Jacobs, Margaret Reid, Julie Wauchope, Diane Whitley-Bogard, Cleburn Zwerneman.

Agenda Item A: Review Committee Functions 1a. *Functions of Similar Committees at Other Institutions*

Presenter: Soon Merz and All Members Present

Discussion: Soon reiterated that the first year of AEC was intended to be educational so that the committee's subsequent work would be based upon a sound understanding of assessment both theoretical and best practices. She said that we need to start planning the work AEC will do.

At our last meeting one of the AEC members asked if the functions of AEC can be changed. Soon's answer was yes. The functions are:

1. Monitor compliance with, and ensure accountability for assessment-related requirements of SACS, THECB, and the federal government
2. Facilitate and provide leadership for effective college-wide evaluation of assessment processes, in support of student success
3. Facilitate collaborative assessment conversations at ACC
4. Review and evaluate best practices in student-related assessment and serve as a clearinghouse for this information
5. Develop and maintain an inventory of assessment activities
6. Review the effectiveness of assessment instruments/tools/practices and make appropriate recommendations, as needed

Function number one has to stay the same because we must ensure we are in compliance with requirements of SACS, THECB, and the federal government. Function number five is also essential.

Roslyn provided to committee members a list of assessment committee functions at other institutions to serve as a basis of discussion as we evaluate our own functions. Roslyn stated that most colleges had incorporated our first three functions. Roslyn stated that the majority of assessment committees were created because of a mandate. Other committees were voluntary and seemed to have more creative type functions.

The following is a synopsis of *Assessment Committee Function at Other Institutions*.

- Provide oversight for assessment process, reports
- Review dept. [assessment] action plan provides feedback on quality of assessment plans, makes recommendations based on institution-wide objectives
- Issues annual assessment status report
- Channels info to BOT, president, faculty, strategic planning, budgeting committee, curriculum committee, and [accrediting body]
- Develop program/discipline assessment handbook
- Conduct training for assessment committee members and college academic leaders
- Facilitate progress with general education assessment
- Participate in self-study site visit
- Conduct reviews of various College and external assessment instruments and results
- Provide workshops
- Devise and update assessment calendar
- Work with student groups to explain process and importance of assessment
- Maintain assessment web page
- Publish newsletter
- Conduct college-wide assessment events, "Assessment Day," "Professional Development Day," etc.
- Identify departments to receive Promoting Student Success award
- Maintain assessment bibliography
- Provide and conduct Assessment Luncheons
- Fund competition for assessment grants

Agenda Item A: Review Committee Functions 1b. Discuss and finalize AEC functions

Discussion: The discussion focused on the challenge of assessing student level outcomes. The MAP test that Donetta sponsored has not succeeded because students are not interested to come in to take a three hour test. Soon and Donetta have talked about having an assessment day. Soon asked AEC to think about that solution. She said that another way to get results would be for faculty to make participation a requirement. We would need to convince faculty that assessment is valuable. Regardless, SACS is imposing more requirements on us. Some SACS requirements are due to federal government regulations.

Sandy Gaskin expressed her desire to identify actions that the committee can take now and then take action. Soon explained that the review of committee function was on the agenda because some committee members had asked to discuss the committee's function. Soon said that if members want to leave the functions as they are that is fine. Soon said that we are near the close of the academic year, therefore we need to create a work plan of AEC activities for next year.

Agenda Item B: Identify AEC Objectives 2a. Example

Presenter: Roslyn

Discussion: Roslyn gave a PowerPoint presentation [Connect the Dots](#). The purpose of the presentation was to demonstrate the first listed function of the Achieving Excellence Committee (AEC).

1. Monitor compliance with, and ensure accountability for assessment-related requirements of SACS, THECB, and the federal government.”

Roslyn asked members to judge the ACC's compliance with Comprehensive Standard 3.3.1 as submitted in the substantive Change Prospectus for SAC. Identifies expected outcomes...

Member consensus:

- There is not enough information.
- Expected outcomes are not specific enough.
- Response not at all adequate.

AEC will discuss next year's work plan at the April meeting. We will change our meeting times for next year to allow more faculty attendance.

The meeting was adjourned at 3:30.

Next meeting: April 25, 2008