**Academic Assessment Committee**

**Meeting Minutes**

**October 22, 2018**

**Blue & White Room, Student Center**

**Present:** C. Broadus-Garcia, M. Kruy, H. Abadiano, M. Anton, C. Ciotto, S. Clapp, M. Fallon, R. Kirby, J. Mitrano, M. Nunn.

Meeting Called to order at 3: 10 p.m.

1. **Minutes from October 1, 2018 Meeting**

Minutes of October 1 meeting were discussed in regards to section IV, letter B – Reporting guidelines for programs with external accreditation. Language was revised within the reporting guidelines for those programs that fail to gain reaccreditation with their external agencies to include the requirement of resuming the AAC assessment submission cycle guidelines. Meeting minutes, with revisions by Nunn and Abadiano were unanimously approved by the Committee.

1. **Old Business**

AAC is awaiting TaskStream and Aqua software clearance/updates. Committee members are instructed to write names on handwritten report scores until software has been reenacted for the Committee’s use.

1. **Committee Norming Session**

Dr. Broadus-Garcia, chairperson, led committee members through a norming session, first beginning with a review of scoring procedures followed by an in-depth discussion of the Scoring Rubric. Discussion of the Accounting B.S. assessment report ensued with discussion on how the committee members scored and notes taken during scoring process. Chairperson reminded committee members to keep notes as they are scoring throughout the year regarding questions or issues related to the assessment rubric. These will be referenced in future rubric revision discussions.

1. **Next Meeting – 11/5/18**

Upon concluding the meeting, the Chairperson noted that she will speak with OIRA Director about which reports will be distributed for the 11/5/18 meeting. No more than three reports per meeting are generally distributed.

Meeting adjourned at 4:32 p.m.

Submitted respectfully,

Martha Kruy

Secretary