

**ACE Team Meeting
Meeting Notes
April 30, 2008
7:30-9:00 a.m.
Columbine Room, East Campus Union**



Attendees: **IACE MEMBERS** Kathy Ankerson, John Ballard, Scott Fuess, Frauke Hachtmann, Tiffany Heng-Moss, Peter Lefferts, Greg Snow, Linda Young; **COURSE FACILITATORS** Lloyd Bell, Trudy Burge, Tony Bushard, Donna Dudney, Betsy Gabb, Dan Leger, Ali Moeller, John Osterman, Michael Riley, Ann Tschetter; **ALSO** Kelly Dick, Jessica Jonson, Nancy Mitchell

Unable to attend: Larry Walklin

Nancy Mitchell called the meeting to order at 7:30 a.m.

1. N Mitchell expressed thanks to the College of Agricultural Science & Natural Resources
 - Thanks to Dean Steve Waller, Associate Dean John Markwell, Tiffany Heng-Moss, and Lloyd Bell
2. Welcome (Dean Waller and Associate Dean Markwell)
 - Dean Waller welcomed the ACE Team and commented on their departments' preparations to get courses submitted by June 2 so not to overwhelm the system and IACE Committee later.
3. N Mitchell update
 - N Mitchell reviewed recent ACE-related activities and meetings:
 - 2008 NC State Undergraduate Assessment Symposium
 - Todd Jensen (and Tim Steiner), IS for course approval system
 - Articulation Conference
 - ASUN meeting (with R Kean)
 - A question was raised about the possibility of system-generated e-mail notifications sent to approvers when items arrive in their queues. This may be a possibility in the future, and a few alternatives were discussed. In the meantime Course Facilitators are encouraged to watch the system for courses that have stalled at a particular level in their colleges.
 - N Mitchell reminded the group that the ACE Course Certification Guidelines, approved by the Interim ACE (IACE) Committee on April 23, are now posted on <http://ace.unl.edu>.
4. College updates
 - The IACE committee members and course facilitators from each college were asked to consider the following questions and report to the group:
 1. How many courses do you estimate that we should expect for the summer deadline? Fall?
 2. What successes are you having?
 3. What challenges are your faculty/administrators experiencing?

- 4. What challenges are you facing that might be separate from issues related to faculty?
- 4. How can we help smooth the process?
- 5. Other issues/ideas

- Architecture (K Ankersen & B Gabb)
 - A handout identified courses currently designated as ES/IS. Some have already been submitted for ACE certification and others will be submitted in the near future (at least 6 courses with as many as 13 possible).
- Arts & Sciences (D Leger, J Osterman, G Snow, & A Tschetter)
 - A total of 250 +/- Arts & Sciences courses are planned for ACE submission. 100-150 of these are from the Humanities, 45-50 from Social Sciences, and the remainder from Sciences (about 30 from Physics).
- Engineering (J Ballard & M Riley)
 - Engineering plans to submit 8 – 24 courses, most in the fall, and fulfilling outcomes 3 & 4.
- Education & Human Sciences (A Moeller & L Young)
 - ACE courses from EHS will mostly concentrate on outcomes 1, 2, 6, and 7.
- Agricultural Sciences & Natural Resources (L Bell & T Heng-Moss)
 - CASNR may have 5-10 courses submitted by June 2 with a total of about 30 by fall.
- Journalism & Mass Communication (T Burge & F Hachtmann)
 - 15 – 20 courses from Journalism & Mass Communication will be submitted for ACE outcomes 1, 2, 8, & 10.
- Fine & Performing Arts (T Bushard & P Lefferts)
 - 7 courses from Music and 5 courses from Art and Art History have been submitted and expedited through the system. They are ready for IACE certification.
- Business Administration (D Dudney & S Fuess)
 - CBA plans to have most of its expected 15-19 ACE course submissions entered into the system by June 2. Courses will fulfill outcomes 3, 6, 8, 9, & 10.

5. Continued Assessment Discussion (J Jonson)

- J Jonson provided a handout for the group, “Guide for Identifying and Certifying an ACE Course.” The guide is intended as a possible assessment process, and may be used as courses are being prepared for submission for ACE certification. The review steps outlined in the guide may be used in any order. From the handout:

The purpose of this guide is to assist departments in identifying appropriate ACE Learning Outcomes for a course and develop information needed to certify that course for the ACE program. The first page outlines prompts from The Peer Review Teaching Project that guide the development of a course portfolio (view how course portfolio models have documented student learning at

<http://www.courseportfolio.org>). These prompts were adapted to fit the unique purpose of the ACE Program. The remaining document outlines a series of steps and a worksheet that could be used to address these prompts. The worksheet is adapted from Driscoll & Wood's (2007) book on outcomes-based assessment.

- There was discussion, and J Jonson requested further suggestions and feedback via Blackboard.

Meeting adjourned at 9:00 a.m.

Next meeting: IACE, K Dick, J Jonson, R Kean, N Mitchell, L Walklin

May 7, 2008

222 CBA (College of Business Administration)

7:30 – 9:00 a.m.

Meeting notes submitted by

Kelly Dick

Office of Undergraduate Studies

September 23, 2009