

Texas A&M International University  
**Academic Oversight Committee Minutes**

September 20, 2023

**1. Best meeting time**

*The Academic Oversight Committee agreed to meet once a month on Wednesdays at 11:00 a.m.*

**2. Ideas to increase student evaluations.**

*The Academic Oversight Committee (AOC) reviewed the Course Evaluation Participation Rates report shared with the committee by the Office of Institutional Assessment, Research & Planning (see attached). The AOC agreed that the university and faculty are already doing a lot to encourage students to take part in course evaluations, but this is a voluntary process. The AOC recommended that we obtain data from other TAMU system schools to find out how these are managing student evaluations and participation rates. AOC members also believe it will be beneficial to meet the Faculty Senate's Assessment committee to coordinate our efforts on this topic. Furthermore, the AOC plans to evaluate the College of Nursing revised AFE (which will be presented in the October 2023 Faculty Senate meeting). The revised College of Nursing AFE assigns 50% of the Teaching Effectiveness to student evaluations.*

**3. Courseleaf syllabus**

*The AOC requests to have more faculty input in the creation of Courseleaf Syllabus. AOC committee members requested to add this topic to the Faculty Senate's October meeting.*

Discussion Notes: According to Mr. Garcia the following individuals took part in the Courseleaf Syllabus discussion:

TAMIU	<ul style="list-style-type: none"><li>• Kevin Lindberg, Associate Provost</li><li>• Sean Maddan, Associate Dean, COAS</li><li>• Hayley Kazen, Instructional Associate</li><li>• Triana Gonzalez Valdez, Registrar</li><li>• Celina Calderon, Associate Registrar</li><li>• Erika Medrano, Senior Administrative Associate</li><li>• Rene Prado, Associate Director</li><li>• Juan Garcia, Acting Vice President of Student Success</li></ul>
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