Middle Georgia State University

AY 2024 Assessment Memo - Exempt from Scoring

To: **Adon Clark, Dean of the School of Aviation**
From: **Dr. Kinzie Lee, Chair IEB**
Date: **02/13/2025**
Subject: Assessment Review AY 24 (July 2023 - June 2024)
Program: Certificate in Airport Management

The Institutional Effectiveness Board (IEB) was charged with evaluating and providing feedback for the assessment reports completed for the 2023-2024 Academic Year. This year, with prior approval from Academic Affairs, programs in locations with "no outcomes" are exempt from academic program rubric scoring. However, the annual program assessment report and additional reporting information are required to support continuous improvement and academic planning.

The exemption categories are as follows:

- **No Students Enrolled**
- **No Data Collected/Reported – Insufficient enrollment**: Insufficient enrollment is defined as:
  - Undergraduate Degree Programs and Certificates: Fewer than 10 students
  - Graduate Degree Programs and Certificates: Fewer than 5 students
- **No Data Collected/Reported – Too Few Students for Assessment Data Collection**:
  - Too few students were enrolled at the point in the curriculum where the assessment data is collected.

The Institutional Effectiveness Board has agreed the above-mentioned program has met the criteria to be considered exempt from academic program rubric scoring. Additionally, all required documentation has been submitted and reviewed by the IEB for the above-named program and affirms all documentation submitted is sufficient for his assessment reporting cycle.