

## UAA Faculty Senate Academic Assessment Committee

Agenda: January 27, 2012

12:00 – 2:00pm LIB 306

Audio conference: 1-800-893-8850

Participant code: 1664738

eLive: May be accessed through Blackboard

### General Business

- Approval of Agenda
- Approval of Minutes for 1/20/12 Meeting

### Continuing Business

- AAC website
- Exemption Requests
- Identification of assessment coordinators
- Review of Small Business Assessment Plan
- Review of Diagnostic Medical Sonography Assessment Plan

### New Business

- Review of BoR policies

Scheduled Meeting Dates Spring 2012		
Date	Time	Location
1/27	12:00-2:00pm	LIB 306
2/10	12:00-2:00pm	LIB 306
2/17	12:00-2:00pm	LIB 306
2/24	12:00-2:00pm	LIB 306
3/9	12:00-2:00pm	LIB 306
3/23	12:00-2:00pm	LIB 306
4/13	12:00-2:00pm	LIB 306
4/20	12:00-2:00pm	LIB 306
4/27	12:00-2:00pm	LIB 306
Spring 2012 schedule: 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fridays		

	Keith Cates (Chair), COE
	Osama Abaza, Faculty Senate
	Brian Bennett, CTC
	Kim Bloomstrom, MSC
	Jennifer McFerran Brock, SOE
	Jesse Mickelson, KOD

### Expected Attendees

	Deborah Mole, LIB
	Bill Myers, CAS
	Soren Orley, CBPP
	Cheryl Siemers, KPC
	Tara Smith, Faculty Senate
	Kathi Trawver, COH

	Bart Quimby, OAA
	Melissa Huenefeld, OAA



	Kenrick Mock, Faculty Senate
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	Vacant, Faculty Senate
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*Note: Confirmed meeting attendees are marked with "C."  
Those unable to attend are marked "N." Those calling in are marked "P."*

## UAA Faculty Senate Academic Assessment Committee Minutes January 20, 2012

### General Business

- Approval of Agenda (revised version provided by hard copy at meeting and via eLive)
  - Melissa will send out revised agenda to committee
- Approval of Minutes for 12/9/11 Meeting

### Continuing Business

- AAC website
  - Melissa has created the framework
  - Bart hasn't yet heard back from Rachel Waters in IT – he will send her an email to try and get an update

### New Business

- New ex officio member Helena Wisniewski
  - OAA has been working on separating undergraduate and graduate responsibilities in regards to curriculum and assessment. The Vice Provost for Research and Graduate Studies (VPRGS), Helena Wisniewski, has been charged in dealing with the graduate side of curriculum and assessment
  - Bart would like to request that AAC add the VPRGS as another ex officio member to the committee to accommodate this change. The Graduate School would like to be present when graduate items are on our agenda
  - We will need to amend our bylaws and get the change approved by Faculty Senate
    - Keith will work on drafting up this change
- Vacancy to AAC
  - Susan Fallon is no longer with UAA which creates a vacant Faculty Senate representative seat on our committee
  - Nominations will be requested at the next Faculty Senate meeting
- Request to be added to the AAC email distribution list
  - Do we want to include non-committee members on our email list? Does anyone see any concerns with doing this?
    - If non-committee members have access, things may get out before they are finished – this could lead to misunderstandings
    - If we are having internal discussion we may not want to communicate this with everyone
      - Are we going to review documents through email or through Blackboard?
    - Should we include assessment coordinators in our list?
    - Why do people want to be part of the internal discussion?
      - Want to be in “know” – notified of changes/upcoming items, etc.
    - Is there a better way to address this (other than using our internal list) that won't make people feel left out?



- We should develop an email distribution list for those people that wish to receive updates/current information
  - Since it is difficult to determine who the current assessment coordinators are, it may be better to add chairs/divisional heads to this email list. They can then distribute the information to their assessment coordinators
  - We should find/develop a department chair list – can check and see if OAA has a list in existence or may need to contact each dean’s office
    - Melissa to research these options
  - Keith will let Cathy LeCompte know that we are keeping the email distribution list internal – will provide an explanation of why
- Responses to invitation letter to solicit new programs for pilot review
  - We have received a total of 8 responses
  - How do we want to start addressing these?
    - Do we want to meet as a full committee or in sub-committees?
      - Let’s try the full committee for the first few so we can get a common baseline and process down
    - We need to start setting dates with programs
    - Will review those programs that have submitted items – currently have the Small Business assessment plan and Diagnostic Medical Sonography assessment plan
      - Will aim to review these next Friday
      - Are we inviting representatives from these programs?
        - Yes, Keith will contact Holly Bell and Robin Wahto to see if they are available to attend (in person, on the phone or by eLive)
    - CBPP is still very interested in participating in a pilot review – can we invite Kathleen Vogue on 2/10?
      - Soren will talk with Kathleen and see if she is available
  - A comment form was previously emailed to the committee by Brian – Keith will post this form to Blackboard
    - Please take notes on this form as we go through the process for each program
    - This comment form will likely evolve over time – please send any suggested changes to Keith
  - Keith will post assessment plans received to Blackboard
- Exemption Requests
  - We need to determine how we are going to evaluate exemption requests
    - Aren’t the criteria for evaluation listed in the handbook?
      - Yes
  - Do we need to check backup documents to verify the information?
    - Documentation could include a copy of the approval letter (accreditation acceptance) and assessment plan/documents
    - We should send our letter approving exemption to the program and corresponding dean’s office – this should be sufficient oversight



- Keith will type up a form letter (email template) to request that programs send the necessary documentation along with the memo – will send this to the committee for comment
- Search for the new Vice Provost for Curriculum and Assessment
  - Brian noticed that the position description for the VPCA lists a job duty as “chairing the AAC” – this needs to be corrected as it is in violation of the Faculty Senate bylaws
    - Brian will bring this to the attention of the search committee
  - The committee is invited to provide input on what the search committee should look for in a VPCA – please send any comments to Brian who will relay them to the search committee
- Identification of assessment coordinators
  - Skipped

**Information Items**

- Bart is going to Kodiak campus later this month – please let him know if he should address any specific assessment topics while there

*Expected Attendees*

C	Keith Cates (Chair), COE
C	Osama Abaza, Faculty Senate
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
C	Jennifer McFerran Brock, SOE
P	Jesse Mickelson, KOD
C	Kenrick Mock, Faculty Senate

N	Deborah Mole, LIB
C	Bill Myers, CAS
C	Soren Orley, CBPP
P	Cheryl Siemers, KPC
N	Tara Smith, Faculty Senate
N	Kathi Trawver, COH
	Vacant, Faculty Senate

C	Bart Quimby, OAA
C	Melissa Huenefeld, OAA

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