



UAA Faculty Senate Academic Assessment Committee

Agenda: October 14, 2011

12:00 – 2:00pm LIB 306

Audio conference: 1-800-893-8850

Participant code: 1664738

eLive: https://elive.uaa.alaska.edu:443/join_meeting.html?meetingId=1258016604129

General Business

- Approval of Agenda
- Approval of Minutes for 9/23/11 Meeting
- Goals and Objectives for AY2011-2012
- Community campus travel

Continuing Business

- Assessment reporting spreadsheet
- AAC website
- Request to meet with the UAA Construction Management Program re: accreditation review by American Council for Construction Education

New Business

- Board of Regents policies

Scheduled Meeting Dates Fall 2011		
Date	Time	Location
10/14	12:00-2:00pm	LIB 306
10/21	12:00-2:00pm	LIB 306
10/28	12:00-2:00pm	LIB 306
11/11	12:00-2:00pm	LIB 306
11/18	12:00-2:00pm	LIB 306
12/9	12:00-2:00pm	LIB 306
Fall 2011 schedule: 2 nd , 3 rd , 4 th Fridays		

<i>Expected Attendees</i>		
Keith Cates (Chair), COE	Kenrick Mock, Faculty Senate	Bart Quimby, OAA
Osama Abaza, Faculty Senate	Deborah Mole, LIB	Melissa Huenefeld, OAA
Brian Bennett, CTC	Bill Myers, CAS	
Kim Bloomstrom, MSC	Soren Orley, CBPP	
Sue Fallon, Faculty Senate	Cheryl Siemers, KPC	
Jennifer McFerran Brock, SOE	Tara Smith, Faculty Senate	
Jesse Mickelson, KOD	Kathi Trawver, COH	

*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 September 23, 2011

General Business

- Approval of Agenda
- Approval of Minutes for 9/9/11 Meeting
- Meeting time
 - According to the Doodle poll, 2:00-3:00pm and 12:00-1:00pm are the best times to meet
 - Can we find more efficient ways to meet?
 - Shorter times or subgroups?
 - We don't have to meet at this time and frequency
 - How are we going to be able to complete approximately 80 assessments in a year?
 - Would like to find out the number of programs we actually have – some programs don't have any graduates (ex: applied ethics)
 - Recommend that we do a full group review on a few programs before we consider splitting off into subgroups
 - If we split into subgroups, then it becomes several committees instead of one body. We need to have one voice – we don't want to give inconsistent advice or lose credibility
 - We could have criteria for the subgroups – would have guidelines on what would be accepted/rejected
 - **Motion approved (all in favor): The meeting time and frequency should remain as it is currently set: 2nd, 3rd, 4th Fridays from 12:00-2:00pm**
 - We could possibly extend meetings to 3:00pm if necessary
 - Discussion on location
 - Can we incorporate eLive into our meetings?
 - We will need to start putting documents up and eLive would assist in the ease of document sharing. eLive can also be archived which could mean that less meeting minutes would be required
 - This doesn't require an AV room – any computer with a camera can work
 - Location options
 - UC 132 has all the video/audio equipment
 - LIB 214 (Faculty Technology Center lab) and LIB 306
 - The Library would be the best centrally located option
 - We would need to have the majority of members present at the meeting. It would be best to only have 2-3 people on eLive as having more can be harder to manage. eLive will not be the driving force, just a tool to assist us in our meetings
 - **Motion approved: Incorporate eLive into our meetings**
 - Is there any way to get our community campus members to Anchorage for the face to face meetings with programs?
 - Keith will check with Bart on available funding for this



- Goals and Objectives for AY2011-2012
 - The Faculty Senate President would like us to consider a few items
 - Integration and faculty buy-in of handbook
 - How in depth do our goals need to be? What else do we need to include for the year?
 - Recommends that we consider what the Eportfolio Working Group is doing
 - Group is in the process of reviewing various eportfolio platforms
 - Are viewing webinars on different platforms every few weeks
 - The goal of the group is to make a recommendation to the Provost on adopting a platform
 - Should a specific platform be chosen to be adopted campus wide? If so, which one?
 - Does AAC need to be involved with this or do we just need to be aware that this is going on?
 - We should be aware of what platforms are and how they are being used
 - Many universities are not adopting just one platform – they are letting students choose their platforms
 - We can provide a section for best practices on our website to showcase exemplary eportfolios
 - Goal 1: Start meeting and reviewing programs – develop a pilot process
 - We should be prepared to review programs by November 1 – should solicit for volunteers
 - Those that volunteer will be able to count this as an actual review
 - We shouldn't focus on reviewing a specific number of programs at this point
 - We should start out by testing on our own programs – as the word gets out we should start to improve
 - It will be more effective when we have started reviewing programs – we can point out different issues we are consistently seeing
 - We need to offer incentives for participating and consequences for not complying at present
 - We don't need to deal with the programs that are not complying at present
 - Can we have a workshop within one of our meetings to test out evaluating a program?
 - Yes, this is a good plan
 - Goal 2: Outreach to inform faculty about the assessment
 - Faculty still seem to be uninformed
 - We could schedule meetings with different departments – could go to them
 - If we want buy-in we still need to put out information
 - Keith can submit letters of invitation to departments to help answer any questions they may have



- Goal 3: Provide assistance for assessment preparation for outside accreditation for programs
 - We should present ourselves as a resource
- Goal 4: Clean up and reformat the assessment website to provide assessment resources
- Internal goal: Activate Blackboard shell for AAC – we will use this to construct our goals and for internal communication for the committee
 - Keith will work on this and will let everyone know when our shell is up and running
- **Motion approved (all in favor): Accept the four draft goals as stated – these will be available on Blackboard for language edits**

Continuing Business

- Assessment reporting spreadsheet
 - Skipped
- AAC website
 - Skipped

New Business

- Request to meet with the UAA Construction Management Program re: accreditation review by American Council for Construction Education
 - Keith received a request form Jeff Callahan – would like to meet with AAC for 30 minutes on October 17, 3:15-3:45pm in UC 132
 - Please let Keith know if you can attend
 - Accreditors will be interested in the process – they want to see that there is a process in place and that the assessment is used internally and passed along externally

Information Items

- Update from Bart
 - He received 4 requests for funding to the upcoming assessment conferences
 - Brian Bennett
 - Sue Fallon
 - Holly Bell (has been taking an active role in assessment at MSC)
 - Cheryl Siemers
 - Has decided to send Holly and Cheryl – would like to strengthen community campus roles
 - Deborah Mole is attending the assessment immersion library conference
 - Will be assessing 100 student artifacts – OAA will be paying for a portion of this trip
 - Matsu is currently working on uploading assessment plans to the reporting website – their goal is to get some sustainable plans in place
 - Bart has recommended that they bring these plans to AAC
 - Bart traveled to KPC – trip didn't focus on assessment, however, he did talk about it
 - Bart met with assessment coordinators at SOE – they are in the process of clarifying assessment processes and preparing for an ABET visit in the fall



- The International and Intercultural Taskforce is putting together a subcommittee to look at student learning outcomes – if anyone is interested in helping, please contact Kenrick or Susan Kalina

Expected Attendees

C	Keith Cates (Chair), COE
C	Osama Abaza, Faculty Senate
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
N	Sue Fallon, Faculty Senate
N	Alireza Kabirian, CBPP
C	Jennifer McFerran Brock, SOE

N	Jesse Mickelson, KOD
C	Kenrick Mock, Faculty Senate
C	Deborah Mole, LIB
C	Bill Myers, CAS
P	Cheryl Siemers, KPC
N	Tara Smith, Faculty Senate
C	Kathi Trawver, COH

C	Bart Quimby, OAA
C	Melissa Huenefeld, OAA

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