



UAA Faculty Senate Academic Assessment Committee

Agenda: October 15, 2010
11:00am – 2:00pm ADM 283
Audio conference: 1-800-893-8850
Participant code: 1664738

General Business

- Approval of Agenda
- Approval of Minutes for 10/8/10 Meeting

Continuing Business

- Assessment handbook issues for consideration:
 - Appendices
 - Assessment Review Criteria
 - Program Assessment Plan Template
 - Annual Update Excel Template
 - Annual Update Narrative Template
 - Revised draft of handbook: remaining issues, edits, etc?
- Memo from GERC

Scheduled Meeting Dates Fall 2010		
Date	Time	Location
10/15	11:00-2:00 pm	ADM 283
10/22	11:00-2:00 pm	ADM 283
11/12	11:00-2:00 pm	ADM 283
11/19	11:00-2:00 pm	ADM 283
12/10	11:00-2:00 pm	ADM 283
12/17	11:00-2:00 pm	ADM 283
Fall 2010 schedule: 2 nd , 3 rd , 4 th Fridays		

Expected Attendees

Tara Smith (Chair), Faculty Senate
Osama Abaza, Faculty Senate
Allan Barnes, CHSW
Brian Bennett, CTC
Kim Bloomstrom, MSC
Keith Cates, COE
Tom Dalrymple, KPC

Sue Fallon, Faculty Senate
Nicolae Lobontiu, SOE
Jesse Mickelson, KOD
Susan Mitchell, LIB
Kenrick Mock, Faculty Senate
Bill Myers, CAS
Jack Pauli, CBPP

Bart Quimby, OAA
Melissa Huenefeld, OAA

*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 October 8, 2010

General Business

- Approval of Agenda
- Approval of Minutes for 9/24/10 Meeting
- Chair's report: new Faculty Senate member
 - Sue Fallon approved at last faculty senate meeting – is also chair of GERC and will be joining us in future meetings
- Accreditation team meeting with AAC
 - TS updated committee about discussion with Dr. Smallman
 - Dr. Smallman believes the program and degree are inclusive of certificates and degrees, however, he will ask Ron for more clarification
 - Will UAA be asked to document course level assessment or just program level assessment?
 - Process could benefit from a clear definition of ILOs – need campus wide discussion

Continuing Business

- Assessment handbook issues for consideration:
 - Section 2 Diagram and Table
 - Diagram
 - Discussion over changing diagram - does this diagram help anyone understand the process?
 - Agree to keep diagram but should be revised and named “3 Year Review Cycle”
 - Brian to send rotated version of cycle to replace current version
 - Table
 - Tara to add actual semesters in Year(s) in Document column and add “continues” in last row of first table
 - To include definition of AY = Fall - Summer
 - Move blank assessment cycle from handbook to website
 - Move table before the diagram in handbook
 - Appendices
 - May decide to provide appendices in a different format instead of embedding the docs – will decide later
 - Assessment “guidelines”
 - UAA Academic Assessment Plan Guidelines
 - Shouldn't describe this document as guidelines - these are criteria AAC will use to review programs (they can be used for guidance)
 - Change title to “AAC Program Assessment Plan Review Criteria”



- Should change description column contents to full sentence instead of fragment sentences
 - Need consistency in wording/style
- UAA Academic Assessment Annual Update Guidelines
 - Change title to “AAC Annual Update Review Criteria”
- UAA Academic Assessment Three Year Review Report Guidelines
 - Change title to “AAC Three Year Review Report Criteria”
 - Discussion over the need for this criteria
 - Is it currently too detailed?
 - Can programs submit a 2-4 page summary and still meet all the criteria?
 - Should this criteria match page 9?
 - We need to clarify if this is prescriptive or not
 - TS to draft new template for 3 year review to match Page 9, C3 bullets
- Program Assessment Plan Template
 - Subcommittee (Nicolae and Susan M.) to verify that language in template matches the handbook
- Annual Update Excel Template
 - Subcommittee (Kenrick, Jesse, and Allan) to verify that language in template matches the handbook
- Annual Update Narrative Template
 - Discussed annual update templates from Jack and Bill
 - Suggestion to see these laid out outcome by outcome
 - Subcommittee (Bill, Jack and Bart) to work on narrative template/examples
- All subcommittee drafts due for 10/15 meeting
- Memo from GERC
 - Skipped

New Business

- Plan for finalizing draft (October work schedule)
 - Subcommittees assigned (see above)

Information Items

- Terry Rhodes will be on campus 11/4-5 and will be holding meetings regarding eportfolios/assessment
 - There may be an opportunity for AAC or EWG to set up a meeting
- Handbook (final version) due 11/1 by 9:00am



Expected Attendees

C	Tara Smith (Chair), Faculty Senate
C	Osama Abaza, Faculty Senate
C	Allan Barnes, CHSW
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
N	Keith Cates, COE
N	Tom Dalrymple, KPC

N	Sue Fallon, Faculty Senate
C	Nicolae Lobontiu, SOE
P	Jesse Mickelson, KOD
C	Susan Mitchell, LIB
C	Kenrick Mock, Faculty Senate
C	Bill Myers, CAS
C	Jack Pauli, CBPP

C	Bart Quimby, OAA
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