



**UAA Faculty Senate Academic Assessment Committee**

Agenda: October 21, 2011

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 10/14/11 Meeting

**Continuing Business**

- Assessment reporting spreadsheet
- AAC website
- Board of Regents policies

Scheduled Meeting Dates Fall 2011		
Date	Time	Location
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 <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
Sue Fallon, Faculty Senate
Jennifer McFerran Brock, SOE
Jesse Mickelson, KOD

*Expected Attendees*

Kenrick Mock, Faculty Senate
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

*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 14, 2011

### General Business

- Approval of Agenda
- Approval of Minutes for 9/23/11 Meeting
- Blackboard Issues (added to the agenda at the start of meeting)
  - Keith had to create a new AAC Blackboard shell and transfer everything over from the old shell
  - AAC members have instructor access – please be aware that you can control who is enrolled and who is deleted from the shell
  - Please let Keith know if anything has been lost in the transfer
  - For our next meeting, we will not provide an open eLive link – will put a private link in Blackboard for members to access
- Goals and Objectives for AY2011-2012
  - Were turned into Faculty Senate last week
  - Pilot program idea sounds favorable to many
- Community campus travel
  - Need to determine the travel needs
    - How many people will need to travel to Anchorage when we start doing the reviews?
    - We probably can't answer this until we schedule some reviews
  - What about holding the meetings using eLive?
    - This was the original intention of using eLive
    - Will eLive allow us to talk to programs in the way that we need to?
      - We can figure this out through the pilot process
  - We will be reviewing programs remotely as well – would like to have travel options available for programs bringing assessment to us
    - This could be an expensive proposition
    - Could set up a rotational basis for programs to travel from community campuses
  - Could set up video conferences – most of the community campuses have AV equipped rooms
  - Could offer options to programs for how they'd like to meet (video conferencing, eLive, face to face, etc.)

### Continuing Business

- Assessment reporting spreadsheet
  - Demonstration and explanation of spreadsheets by Kenrick
    - At the end of last semester he created two spreadsheet versions
    - The first spreadsheet is comparable to the current reporting spreadsheet (there are some wording updates/edits). This spreadsheet needs to be updated annually
    - The second spreadsheet needs to be updated every three years



- The other reporting option is to do a narrative report
- Goal is to not have the spreadsheets change for a while – main complaint with the old process was lack of continuity
- Kenrick created a demo video of the spreadsheets – this was originally created for AAC. He would need to redo the video for public use
- If the spreadsheets are agreed upon, should Kenrick create another video?
  - Yes, this would help people understand the spreadsheets
  - Should keep the link to the video in the reports and should also place on our website
  - Can we have examples of all the formats?
    - Brian will work on providing a three year format example for the AET program
- Kenrick will work with Brian and create a new video to run by the committee
- **Motion approved (all in favor): Accept the one year and three year report spreadsheets**
- AAC website
  - There is not a lot we can do in regards to changing the framework – Keith will try to figure out what we can and cannot do in regards to layout
  - Do we want all committee related information (agendas/minutes and assessment information) on one website?
    - Yes
  - We need to figure out what we want to include on the website
  - Will probably use the current AAC website off of the Governance website
  - The mockup was designed under the old CMS system – format will have to change slightly
  - The left navigation menu should have a longer list instead of making people have to drill down a lot – should be no more than three levels of links
    - Who actually has to do this? Who has the availability to help with this? Is this something Melissa can do?
      - Possibly, but with the current staff shortages in OAA, not sure how quickly this can get done
  - Need a flow diagram to be created
  - What can we get up quickly right now?
    - Handbook, reporting spreadsheets, demo videos, schedule of pilot programs, printable checklist of what people need to include (could include target dates)
      - Bill will work on creating a draft checklist
  - Brian will produce a flow chart for the committee to review
    - Will check the mockup sites and include those components
    - Is focusing on the essential elements right now
  - How will programs submit assessment reports?
    - We haven't gotten there yet. We don't know if we can do this within CMS – Keith will take this question up with IT
    - Ultimately we will need someone to create this portion for us
  - We will talk about the flow chart next week and hopefully Keith will have some answers from IT

- Request to meet with the UAA Construction Management Program re: accreditation review by American Council for Construction Education
  - Accreditors have requested to meet with a few AAC members on October 17, 3:15-3:45pm in UC 132 – if you are available please come
    - They are looking at how the assessment structure works and are trying to confirm what they already know about our assessment process

### **New Business**

- Board of Regents policies
  - Per the last Faculty Senate meeting, President Gamble is initiating a review of all BOR policies in an effort to streamline
  - Is there anything in the BOR policies related to assessment that we would like them to consider reviewing?
    - Yes, the section about program review
  - Program Review (Chapter 10.06)
    - Program assessment is linked with program review
    - If program assessment is part of documenting program quality, then the assessment process will be about showing how great a program is rather than looking for ways to improve
      - This is our opportunity to get clarification on this
        - We have the month of October to work on this
    - Deans should be looking at outcomes/quality of the program for program review, not assessment plan results
    - Since program review is an administrative process, references to assessment should be removed – putting the two together creates confusion
    - President Gamble is talking about having this done in January (when they open the legislative session)
      - This would have to go to Faculty Senate by the November meeting
        - We have the month of October to work on this
    - We should suggest new language for this section
      - Everyone should review the instances where assessment is mentioned in BOR policy
      - Melissa will send out the portion of last semesters minutes that has the motion that we submitted to Faculty Senate
    - 10.06.010, B, 2 – should be removed or should instead list something like “departments are actively engaged in assessment”
    - Continuous improvement language is an unsustainable dynamic – language originates from ABET
    - Tara will draft some language for changes to 10.06 for our next meeting
      - Everyone should bring ideas/draft language for consideration
    - Discussion on definitions of policy and regulation
      - Does the request include regulation or is it just policy?
        - Keith will look into this



**Information Items**

- Committee would like to extend thanks to Deborah Mole for arranging LIB 306 for the rest of this semester
- Melissa will upload draft agendas/previous minutes on the AAC website a few days before each meeting
- Keith will contact IT to see if they can assist with our Java issues with eLive

*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
C	Jennifer McFerran Brock, SOE
P	Jesse Mickelson, KOD

C	Kenrick Mock, Faculty Senate
C	Deborah Mole, LIB
C	Bill Myers, CAS
C	Soren Orley, CBPP
P	Cheryl Siemers, KPC
C	Tara Smith, Faculty Senate
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N	Bart Quimby, OAA
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