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

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Fall 2011 schedule: 2nd, 3rd, 4th Fridays

Expected Attendees

- 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
- 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)
  o Keith had to create a new AAC Blackboard shell and transfer everything over from the old shell
  o AAC members have instructor access – please be aware that you can control who is enrolled and who is deleted from the shell
  o Please let Keith know if anything has been lost in the transfer
  o 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
  o Were turned into Faculty Senate last week
  o Pilot program idea sounds favorable to many
- Community campus travel
  o 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
  o 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
  o 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
  o Could set up video conferences – most of the community campuses have AV equipped rooms
  o Could offer options to programs for how they’d like to meet (video conferencing, eLive, face to face, etc.)

Continuing Business

- Assessment reporting spreadsheet
  o 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
  o 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
  o Per the last Faculty Senate meeting, President Gamble is initiating a review of all BOR policies in an effort to streamline
  o Is there anything in the BOR policies related to assessment that we would like them to consider reviewing?
    ▪ Yes, the section about program review
  o 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
    ▪ 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
        o 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?
      o 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

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