



UAA Faculty Senate Academic Assessment Committee

Agenda: October 8, 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 9/24/10 Meeting
- Chair’s report: new Faculty Senate member

Continuing Business

- Assessment handbook issues for consideration:
 - Section 2 Diagram and Table
 - Appendices
 - Assessment “guidelines”
 - Program Assessment Plan Template
 - Annual Update Excel Template
 - Annual Update Narrative Template
- Memo from GERC

New Business

- Plan for finalizing draft (October work schedule)

Scheduled Meeting Dates Fall 2010		
Date	Time	Location
9/10	11:00-2:00 pm	ADM 201
9/17	11:00-2:00 pm	ADM 283
9/24	11:00-2:00 pm	ADM 283
10/8	11:00-2:00 pm	ADM 283
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

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

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: September 24, 2010

General Business

- Approval of Agenda
- Approval of Minutes for 9/17/10 Meeting
- Update on E-board (added to agenda during meeting)
 - AAC report due this month (charge and AY11 goals)
 - Will be sent to faculty senate for approval then to all faculty
 - Need clarification on ILOs – are they required?
 - 7 goals for this year (TS to change numbered list to bullets)
 - 1 goal added: Develop program website
 - Members approve that TS send goals forward.

Continuing Business

- Assessment handbook issues for consideration:
 - Discussion over using bullets or numbers in handbook
 - Members agree that when doing ordinals use numbers rather than bullets
 - Section 2 Diagram and Table
 - **Skipped**
 - Section 3, C, Number 3: College/Divisional Reviews and/or Site Visits
 - **Skipped**
 - Section 1, Paragraph 2, Bullet 1
 - Members approve replacing bullet 1 with #2 text on handout (Pauli's Weasel Words)
 - Appendices
 - Sample Annual Exemption Memos (added to agenda during meeting)
 - Members agree to change current examples (basket weaving) to Linguistics
 - TS to draft change
 - Rubric/criteria
 - Assessment Plan Guidelines
 - Edits/changes made to text/title
 - Discussion over changing title (criteria vs. rubric vs. guidelines)
 - Discussion over who is responsible party
 - Do we need to clearly distinguish roles and who is responsible for what?
 - Need to find appropriate term for “assessment coordinators”
 - Assessment Report Guidelines
 - Are these report guidelines for annual reports and three year reports?



- Members agree that a separate guideline for 3 year review needs to be created
- BM and JP to work on putting together a narrative template and example
- Discussion over exempting programs
 - Just because a program has outside accreditation doesn't mean they will be automatically approved for exemption
 - Programs are required to complete the 2 page memo and then in will be reviewed
- TS to notify E-board that AAC will not be submitting handbook for October deadline as we are still in the final editorial process. Will aim for November Faculty Senate meeting. Unanimously approved.

New Business

- Accreditation Briefing
 - AAC didn't participate in all indicators, but Core Theme 1 is most relevant to AAC's purpose
 - Need to be aware of core themes
 - AAC has contributed most to ILOs and assessment
 - Questions that the site team may ask may not be same topics that AAC has been dealing with lately
 - Letter from commission said to refine indicators
 - Asked UAA to look at more outcome focused indicators (what people are producing and effectiveness)
 - What might the evaluators ask us?
 - What is our vision of assessment?
 - How have students benefited?
 - How are we using our assessment efforts for improvement?
 - General advice:
 - Give a direct short answer back – be careful not to go into too much detail
 - Expect to be asked to look back and forward
 - Are we weak in any specific areas?
 - We are still gathering evidence in certain areas, however, we are in the normal range of operations (listed as sufficient or strong in most areas)
 - AAC will meet with Dr. Smallman from 11:30-12:15 in ADM 283 on 10/4.

Information Items

- Per TS there will be more discussion about GER (this has been put on hold to work on the AAC Handbook)



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P	Tom Dalrymple, KPC

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