



UAA Faculty Senate Academic Assessment Committee

Agenda: November 11, 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 10/28/11 Meeting

Continuing Business

- AAC website
- Board of Regents policies

New Business

- Checklist for three year review
- Invitation letter to solicit new programs for pilot review
- Structure of pilot review

Scheduled Meeting Dates Fall 2011		
Date	Time	Location
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		

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 28, 2011

General Business

- Approval of Agenda
- Approval of Minutes for 10/21/11 Meeting

Continuing Business

- AAC website
 - Were all the recommendations from last week's minutes included in this second draft of the website?
 - Yes, Brian incorporated all the comments from last week's meeting
 - One Year Report
 - Change "One Year Report" to "One Year Survey"
 - Do we need a video and checklist for the one year survey?
 - Video, examples, and check lists can be removed
 - The check list is only need for the three year survey
 - We should only include an example if we receive questions on the survey
 - Are we going to use Qualtrics for the survey?
 - Whatever we decide to use, we can put the link on the website
 - We wouldn't want the survey available at all times – need to set start/end dates
 - It would be helpful to have the survey directly available on our website – one stop shopping idea
 - We should send out the notification for the survey through the dean's offices
 - The questions on the survey should be made available on the website so faculty know what is being asked
 - Will there be background information on the "One Year Survey" page?
 - We could paste the actual wording from the handbook in the forms page – we should include information on how the data is aggregated
 - Should the aggregate data be publically available on the website?
 - Yes, this should be placed under "Past Reports" which should be changed to "Past Results"
 - Assessment Plans
 - Need to add "Best Practices" under "Assessment Plans" to showcase ideal plans
 - Three Year Report
 - Do we want to include bad examples?
 - No
 - Would like to have documents submitted directly from our website if possible
 - Are we going to make our feedback on programs publically available on the website? Would this be helpful to programs?
 - We should ask pilot programs if they'd like to have their results public
 - This type of information hasn't been published in the past – we should be careful to not do anything that might strike an adversarial relationship



- Programs can decide if they would like to post this information on their own websites
- Programs will already have this feedback sent to them and their dean's offices
- What about sharing information with everyone in the program? How do we ensure that this information is shared with all program faculty?
 - We could include all the program faculty in our email
 - This type of information should already be shared internally
- Agenda & Minutes
 - Most recent should be first
 - All agendas/minutes should be included
- Toolbox
 - Should change “Methods, Strengths, Weaknesses” to “Measures, Strengths, Weaknesses” – Measures is what is listed in handbook
 - These items should be all on one page with anchors inserted to go to specific portions of the page
 - “Accountability” should be moved to the “Glossary and Terms” section
 - “Workshops” will essentially be information sessions – these type of activities will need continue. We could offer workshops in collaboration with CAFÉ
- UA Policy Documents
 - Should add a section for BOR policy related to assessment and list link (see Handbook appendix)
 - List items as UAA specific
 - “UAA Mission”
 - “UAA Strategic Planning”
 - “UAA Accreditation”
 - “UAA Program Review”
 - List UAA related items first followed by UA items
- FAQ
 - The initial basis of this will come from the forums
 - We should update the FAQ on an annual basis – will need to be added to the meeting agenda each year
- Brian will make edits to the website diagram and will send it out to the group sometime over the weekend
- Board of Regents policies
 - Does anyone have any specific language that we should look at?
 - P10.06.020, B
 - If the wording in this section causes problems, then we should remove it.
 - **Motion approved (all in favor): Remove sentence “Assessment practices will be coordinated among MAUs”**
 - Are assessment outcomes being used in program and institutional planning?
 - This isn't happening on an institutional level – this isn't directly our concern
 - R10.06.010, B, 2
 - Quality is the wrong word

- Using the results of assessment in determining whether a program should be retained or deleted is the concern
- Determining if a program is actively engaged in a process of assessment is a legitimate question to ask, however, the quality/results of the assessment shouldn't be a factor
- **Motion approved (4 in favor, 3 opposed): Change first sentence to “Active engagement in a process of assessment, as determined by the establishment and regular assessment of program outcomes”**
- Does this insinuate that if a program is not involved in assessment, then it could be deleted?
 - Assessment should be a part of educational effectiveness, but should not be part of accountability to a dean
- **Motion approved (6 in favor, 1 abstention): Delete second sentence**
- **Motion approved (all in favor): Change remaining first sentence to “Active engagement in a process of assessment of program-level student learning outcomes”**
 - In our submission to Faculty Senate, we should recommend that assessment within program review be entirely removed or that the language be changed to what has been drafted in today's meeting
 - We need to explain our concerns about this language in some type of cover memo
 - Bill will draft up a memo for Monday

New Business

- Checklist for three year review
 - Skipped

Information Items

- The demo video for the three year spreadsheet is finished

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N	Keith Cates (Chair), COE
C	Osama Abaza, Faculty Senate
C	Brian Bennett, CTC
N	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
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