



UAA Faculty Senate Academic Assessment Committee

Agenda: December 9, 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 for 11/18 Meeting & 12/9 Meeting
- Approval of Minutes for 11/11 Meeting & 11/18 Meeting

Continuing Business

- AAC website
- Invitation letter to solicit new programs for pilot review

New Business

- Review of Small Business Assessment Plan

Scheduled Meeting Dates Spring 2012		
Date	Time	Location
1/20	12:00-2:00pm	TBD
1/27	12:00-2:00pm	TBD
2/10	12:00-2:00pm	TBD
2/17	12:00-2:00pm	TBD
2/24	12:00-2:00pm	TBD
3/9	12:00-2:00pm	TBD
3/23	12:00-2:00pm	TBD
4/13	12:00-2:00pm	TBD
4/20	12:00-2:00pm	TBD
4/27	12:00-2:00pm	TBD
Spring 2012 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
Discussion Notes November 18, 2011

General Business

- Approval of Agenda
 - Meeting did not have quorum - will need to be approved at next meeting
- Approval of Minutes for 11/11/11 Meeting
 - Meeting did not have quorum - will need to be approved at next meeting
- Update from Bart
 - AAC website
 - Talked with Rich Whitney regarding our website questions and concerns
 - Rich believes that CMS can handle a database driven type of website and that IT should be able to manage the site for us
 - Rich has suggested that Bart meet with one of the software engineers, Rachel Waters, to talk about options. Bart will aim to meet with Rachel in the next week or so – will show her our current flow chart
 - Reviewing plans for new programs
 - There is a new program (AAS in Sonography) in the queue. They have an assessment plan written. Bart would like to have AAC review this
 - Matsu is currently putting some plans together – AAC should be seeing these soon
 - Travel to Kodiak
 - Is planning a trip to Kodiak to talk about assessment and become more familiar with the campus – has reminded Kodiak that assessment is a faculty-led process now
- Update from Keith
 - Has been receiving questions about what is due on June 15 and where items should be submitted – we don't have this in place yet
 - Faculty don't seem to be separating the assessments they are submitting and the review process – need to demonstrate how they are different
 - Has added the updated memo to Faculty Senate regarding BOR policy revisions to the AAC Blackboard shell. Please review the memo and send any suggested changes to Keith as he is planning to send it out shortly

Continuing Business

- AAC website
 - There were some discrepancies in the changes that Brian made to the flow chart and Melissa's minutes – version viewed in meeting contained edits according to the minutes
 - We should add "Submitting" under "Annual Assessment Survey" – goal is to have a single point of access and be able to submit in one place directly within the website
 - The current reporting website shows additional information about the plans and reports

- This is a handy way to present the information, but isn't the only way – as long as there is equivalent functionality this should be fine
 - We need a collection point for at least the surveys, plans and reports
 - Checklist for three year review
 - Since this list was copied from the handbook, do we want to deviate from the language in the handbook?
 - Should we include the section at the bottom that indicates when documents should be sent to AAC and when programs will be notified of their meeting with AAC?
 - Will have to figure this out as we go
 - Keith has noticed that there is inconsistency in how programs design their assessment plans which can cause issues with their reports
 - Is encouraging people to focus on their original assessment plans as a place to start
 - Would like programs to define what their degrees mean to them – break things down to a manageable size
 - It almost seems that we are leaving our expectations for the review ambiguous enough to make it difficult for the programs to know what we actually want
 - Invitation letter to solicit new programs for pilot review
 - Keith was not able to draft up the invitation letter – was out sick for most of last week
 - He will send this out for review and comment (will probably ask for approval via email)
 - Would like to send this out before the Faculty Senate meeting on December 2

New Business

- Pilot Assessment structure
 - Skipped

Expected Attendees

C	Keith Cates (Chair), COE
N	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
N	Deborah Mole, LIB
C	Bill Myers, CAS
C	Soren Orley, CBPP
N	Cheryl Siemers, KPC
N	Tara Smith, Faculty Senate
N	Kathi Trawver, COH

C	Bart Quimby, OAA
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