



**UAA Faculty Senate Academic Assessment Committee**

Agenda: February 17, 2012

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 2/10/12 Meeting

**Continuing Business**

- Review Reporting format
- Email distribution list to department heads

**New Business**

- SOE review (Rep: Jennifer McFerran Brock, 12p, LIB 306)

Scheduled Meeting Dates Spring 2012		
Date	Time	Location
2/17	12:00-2:00pm	LIB 306
2/24	12:00-2:00pm	LIB 306
3/9	12:00-2:00pm	LIB 306
3/23	12:00-2:00pm	RH 303
4/13	12:00-2:00pm	LIB 306
4/20	12:00-2:00pm	LIB 306
4/27	12:00-2:00pm	LIB 306
Spring 2012 schedule: 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Fridays		

*Expected Attendees*

Keith Cates (Chair), COE
Osama Abaza, Faculty Senate
Brian Bennett, CTC
Kim Bloomstrom, MSC
Jennifer McFerran Brock, SOE
Jesse Mickelson, KOD
Kenrick Mock, Faculty Senate

Rebecca Moorman, LIB
Bill Myers, CAS
Soren Orley, CBPP
Cheryl Siemers, KPC
Tara Smith, Faculty Senate
Kathi Trawver, COH
Vacant, Faculty Senate

Bart Quimby, OAA
Melissa Huenefeld, OAA
Helena Wisniewski – Ex Officio

*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 February 10, 2012**

#### **General Business**

- Approval of Agenda
- Approval of Minutes for 1/27/12 Meeting

#### **Continuing Business**

- AAC website
  - Are there any concerns with the current website content? Do any additions need to be made?
    - The committee is satisfied with what is listed on the website – do not need to make any additions for the time being as we are still waiting to hear back from Rachel Waters in IT
- Exemption Requests
  - How are we going to handle exemption requests?
    - Programs should just submit what is requested in the handbook – they will need to present us with proof
      - We still may need to discuss these – may need to create a rubric to use for consistency
    - The documents should speak for themselves; we shouldn't need to have a program representative come to a meeting
- Identification of assessment coordinators
  - Skipped
- Review of Computer Information & Office Systems (Rep: Darlene Gill, 12p, via eLive/phone bridge)
  - Background information
    - Darlene has tried to coordinate assessment efforts with the community campuses – she has included their input on these plans
    - Is considering pairing the assessment tools section down
  - Discussion
    - Should possibly consider the relationship of CIOS A260 and CIOS A261 to CIOS 262A
    - Should all the rubrics be in the plan?
      - Yes, all the tools that are going to be used should be included in the plan
    - Suggest that Darlene include all rubrics used to measure the outcomes and to consider a comparison between CIOS A260/CIOS A261 and CIOS 262A (this should be a combination of oral and written communication skills)
    - Darlene is attempting to implement advice from CIOS' program advisory board – they are indicating that students need to improve their professional skills (ability to act, dress, and communicate professionally)
    - CIOS is considering a major program rewrite including a new introduction course that outlines the progression of the program (will teach students how to



create an eportfolio) and a capstone course (where a final eportfolio will be produced)

- The OECs contain different levels of skill – can they be combined with the AAS into one CIOS plan?
  - Yes, you could put them all in one document and break it out by skill level so you can continue to assess them individually
- The Corporate Specified OEC is targeting specific employment with GCI – the other OECs are targeting various type of jobs
- Some students are going through the OECs to eventually get the AAS, however, other students are just aiming for an OEC to be able to obtain a job
- Recommend that Darlene expand the outcomes to include all of the outcomes for each program (some of these outcomes are common to more than one program) – could list which outcomes apply to which programs. The level of skill could then be expressed in the rubric – the outcomes could be left fairly generic
  - This would help consolidate things by only having to write one assessment plan as opposed to three
    - Darlene agrees that this would help limit the duplication of effort
- CIOS would like to measure only the declared majors – have measured all students in the past, however, this skews the data
  - CIOS is interested in trying to increase the number of students completing each program as well as determining if students are improving throughout each program
- Employer Survey
  - This survey is only given if a student is in an internship
  - Why is the Corporate Specified OEC’s only measure a survey?
    - This OEC was created for a specific employer (GCI) – there is a very good response rate
  - Recommend that Darlene find another measure other than the employer survey – this is the only measure listed and it isn’t a direct measure
- The outcome “deal effectively with constituents or customers” isn’t addressed in the survey
  - Darlene will add something for this outcome
- What is next in the committee process?
  - AAC will compile all of our notes and create a summary report – this will provide CIOS documentation that they have seen AAC
- Review of BoR policies
  - Skipped

## **New Business**

- Review Reporting format



- Keith received everyone’s comments from the last reviews (Small Business and Sonography) – will work on compiling the report
- Keith proposes that members take turns compiling the comments into a report – similar to how peer review works
  - Members could volunteer ahead of time
  - Brian has volunteered to compile the comments for CIOS – all comments should be emailed to Brian
- Keith has created an area in Blackboard for all the plans that we have reviewed – the member that is working on compiling the report should place the draft version in the corresponding plan folder

**Information Items**

- Keith will be sending a request to Faculty Senate to amend our bylaws to add the Vice Provost for Research and Graduate Studies position as an ex-officio member
- A request was sent out to solicit for more volunteers for AAC
  - Rebecca Moorman will be filling in for Deborah Mole for the rest of the semester

**Future Agenda Items**

- SOE is on our agenda for next week
- General Education Assessment proposal from GERC to be discussed next week
- CBPP would like to be on our agenda for the end of April

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C	Keith Cates (Chair), COE
C	Osama Abaza, Faculty Senate
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
C	Jennifer McFerran Brock, SOE
P	Jesse Mickelson, KOD
N	Kenrick Mock, Faculty Senate

C	Rebecca Moorman, LIB
N	Bill Myers, CAS
N	Soren Orley, CBPP
P	Cheryl Siemers, KPC
C	Tara Smith, Faculty Senate
C	Kathi Trawver, COH
	Vacant, Faculty Senate

N	Bart Quimby, OAA
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N	Helena Wisniewski – Ex Officio

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