



UAA Faculty Senate Academic Assessment Committee

Agenda: February 25, 2011
12:00pm – 2:00pm ADM 283
Audio conference: 1-800-893-8850
Participant code: 1664738

General Business

- Approval of Agenda
- Approval of Minutes for 2/11/11 Meeting and AAC Forums 2/16-18/11

New Business

- Program Review
- Feedback from the Forums

Scheduled Meeting Dates Spring 2011		
Date	Time	Location
2/25	12:00-2:00 pm	ADM 283
3/18	12:00-2:00 pm	ADM 283
3/25	12:00-2:00 pm	ADM 283
4/8	12:00-2:00 pm	ADM 283
4/15	12:00-2:00 pm	ADM 283
4/22	12:00-2:00 pm	ADM 283
Spring 2011 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
Cheryl Siemers, KPC

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

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 February 11, 2011

General Business

- Approval of Agenda (agenda created during meeting)
- Approval of Minutes for 1/21/11 Meeting

Continuing Business

- Feedback on Handbook
 - Timing
 - Concerns were raised over the deadlines listed in the document
 - Original deadline was Oct 15. Thought was to keep the timing the same as what is currently in place. Also, the committee needs to have time to review submissions.
 - Assessment coordinators need to have time to create the documents and have departmental review
 - There hasn't been much of a change from the June to Oct deadline. The June deadline is the critical deadline (when the work gets done) and Oct is when the department gets a chance to review it
 - CBPP would prefer to have a Jan/Feb deadline
 - There is no good time for a deadline – the entire year is busy for most faculty
 - University should ultimately address the issue of compensation for assessment work while off-contract, however, in the meantime this should be addressed at the department/college level
 - Discussion on how money given to colleges is distributed to pay assessment coordinators
 - Colleges receive assigned allotment of funds – they then distribute how they wish
 - Timing of the deadlines and money are tied together – extra money added to the workload could affect the deadlines
 - Possibly have the annual update deadline in June and the three year review deadline in Oct
 - Reporting Requirements
 - Should we change Three Year Review/Report to Three Year Summation?
 - The change in terminology may assist us in selling this document
 - What about removing the requirement for a 2-4 page summary?
 - If this is removed, there will be no summary of what the annuals cover – this is essential
 - Spreadsheet vs. narrative – need to consider the process not just the data
 - External Accreditation



- **Skipped**
- Marketing/Outreach
 - We didn't advertise the document very well. We need to provide more examples/demonstrations (break down the content) as people do not understand what it is saying and what processes we are recommending
 - Could possibly create a comparison/contrast of the old system with the new proposed system
 - AAC has been asked to hold some forums on the proposed document
 - Faculty Senate is not a good place to have this discussion
 - Tara to provide John Petraitis with a list of dates/times
 - Purpose of forums is to clarify what we are proposing and to clear up any misunderstandings
 - Are we trying to sell this document or are we taking feedback as well?
 - We are trying to do both – goal is to get feedback that is valid and legitimate so we can incorporate it into the document. We are also trying to show the advantages of the proposed process
 - Forums to be held at the following days/times:
 - Wed, Feb 16, 11:00-12:00pm – this forum will be available via eLive
 - Brian, Bill and Jack to host
 - Thur, Feb 17, 11:30-1:00pm – this forum will be available via eLive
 - Kenrick and Nicolae to host
 - Fri, Feb 18, 12:00-2:00pm – this forum will be available via audio conference (during regularly scheduled AAC meeting)
 - Susan M. to work on obtaining rooms in the library (neutral location)
 - LIB 307 reserved for all 3 forums
 - Need to have a note taker for these forums
 - Allan to work on scheduling forums/meetings with his college
 - Members could also go out in 2-3 people teams to departments – we need to reach people at the department/college level
- Timeline (revised)
 - When do we feel that the handbook will be good enough to try out?
 - When are we hoping that the Policies & Procedures document will be approved? At the last Faculty Senate meeting?
 - We need to listen to the feedback/reaction and gauge how well liked the document is – knowing this will determine when it could be approved
 - Should hold off on discussing any further changes to the proposed document until forums are held
 - If this goes through Faculty Senate this semester, next year would be spent planning how it would be implemented



- If approved it would be considered the “official document” to be enforced
- Additional Concerns/Comments
 - Other universities have been reprimanded (by NWCCU) for not having all programs participating in assessment – UAA needs to be taking assessment seriously as it impacts accreditation
 - Discussion on reporting on programs with low graduation rates
 - NWCCU will want documentation of why these programs cannot report
 - What are the assessment requirements for BOR and NWCCU?
 - Assessment is incorporated into Core Theme 1 (Student Success) – use assessment to show that students are meeting the outcomes
 - What is OAA looking for in assessment – what do they want from programs?
 - Programs need to answer the following questions:
 - Are students meeting the outcomes (are they learning)? To what degree?
 - What are programs doing to improve deficiencies?
 - Averaging everything together then assigning a grade is not effective

Information Items

- Is anyone willing to be the chair of the AAC next year?
 - Tara has approached Keith who is considering it
 - Those interested should let Tara know

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C	Allan Barnes, CHSW
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
N	Keith Cates, COE
N	Cheryl Siemers, KPC

N	Sue Fallon, Faculty Senate
C	Nicolae Lobontiu, SOE
P	Jesse Mickelson, KOD
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