



**UAA Faculty Senate Academic Assessment Committee**

Agenda: September 9, 2011  
12:00 – 2:00pm ADM 283  
Audio conference: 1-800-893-8850  
Participant code: 1664738

**General Business**

- Approval of Agenda
- Approval of Minutes for 4/29/11 Meeting
- Meeting time (added to the agenda at the start of the meeting)

**Continuing Business**

- Assessment reporting spreadsheet
- AAC website

**New Business**

- Assessment reporting website
- Implementation of handbook

Scheduled Meeting Dates Fall 2011		
Date	Time	Location
9/9	12:00-2:00pm	ADM 283
9/16	12:00-2:00pm	ADM 283
9/23	12:00-2:00pm	ADM 283
10/14	12:00-2:00pm	ADM 283
10/21	12:00-2:00pm	ADM 283
10/28	12:00-2:00pm	ADM 283
11/11	12:00-2:00pm	ADM 283
11/18	12:00-2:00pm	ADM 283
12/9	12:00-2:00pm	ADM 283
Fall 2011 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
Sue Fallon, Faculty Senate
Alireza Kabirian, CBPP
Jennifer McFerran Brock, SOE

Jesse Mickelson, KOD
Kenrick Mock, Faculty Senate
Deborah Mole, LIB
Bill Myers, CAS
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 April 29, 2011

### General Business

- Approval of Agenda
- Approval of Minutes for 4/22/11 Meeting

### Continuing Business

- Program Review
  - This came out of the motion that AAC sent to Faculty Senate. The Provost would like us to make comments directly on the current program review documents
  - Need to determine how assessment and program review can interface
  - Background of process provided by Tom Miller
    - The idea of using assessment in program review is spelled out in BOR policy – assessment is the only quality indicator that we have in program review
    - Faculty initiate the process – they write up a self-study
    - The overall process is dean driven
    - BOR policy also spells out developing cost metrics for programs, however, we don't have data on this
  - Major concern is the bullet titled “The program’s outcomes assessment report” in the Program Evaluations Template
    - Differing opinions on what the language is saying in this section
    - Is asking faculty to consider their outcomes assessment report – only need to provide a summary (a description of what is occurring in the program)
    - It appears that the entire assessment report is being asked for
      - Tom has not seen assessment reports or plans submitted with program review – has only seen summaries attached
      - The policy should be sound even if the practice is different
    - Assessment reports are publicly accessible documents, however, programs shouldn't be required to submit the actual report
    - Why is assessment one of the few items used for program review? Why aren't other sources used?
      - Assessment is one of the few items that everyone has across campus. Programs can also look at graduate accomplishments and accreditation material, if available
    - AAC doesn't want assessment to be a game of programs saying how “good they are.” The point is honesty and looking at how programs are really doing
      - The purpose of having assessment needs to be clarified
    - Deans are hoping to get the faculty perspective. They need to know how things are working out. Deans also need to make management decisions based on information
      - We don't want quality information from assessment reports to disappear because it could possibly be misused



- BOR policy also states that funding should be tied to assessment, however, UAA has not found a way to attach finances to review and assessment
- The question AAC wants to address is: What is the interface between program review and assessment?
  - We are trying to protect the integrity of program assessment
  - Our goal is not to remove assessment from program review. The current wording of the Program Evaluations Template is the main problem. Programs shouldn't be required to submit their assessment reports
    - One suggestion is to change the wording to "comment on the program's assessment results" or "summary on the program's assessment results"
      - Shouldn't ask programs to turn in only UAA reports – should be able to use results from internal and external reports
  - Discussion regarding what BOR requires for program review in relation to assessment
    - Indications of achievement – does this mean results?
    - The intent is that we give indicators of success with multiple measures
- What is the priority in assessment?
  - Are we aiming for honesty or justification to keep our programs
  - There are multiple uses for assessment information
- What about a cover letter explaining what is going on with the report (results/implications)?
  - Don't want programs to have to submit the report at all
- What about using the report that AAC will write up for each program (at the three year review)?
  - BOR just wants programs to collect data
  - The process should be discussed, not just the outcomes report
- The paragraph under Program Quality in the Program Evaluations Template helps clarify what is being asked. Programs are being asked to consider/comment on the data sets listed
- If program review is to be used as a means to justify decisions, why isn't there criteria listed
  - If criteria were listed, this would give programs an opportunity to make their case
- Tara will compose a memo/email to the Provost to let him know that this requires further discussion/review – will be addressing the quality of program review
  - Will copy AAC and Tom
- Assessment reporting spreadsheet
  - Kenrick proposes two spreadsheets



- The first would be the same one that has previously been available – for those that want to continue in the yearly format
- The second would be a three year format – would be more generic
  - Would like to allow the spreadsheet and narrative – want to give options as different programs will gravitate towards different choices
- What do we want to do with the spreadsheets? Do we want to put them on the website?
  - **Motion approved (all in favor): Make spreadsheets available after the approval of the handbook**
- AAC website
  - Still waiting for the handbook to be approved. Once this occurs we can get the content up
  - Bridge page gives an overall view and Assessment page is a link from the bridge page
  - Is anyone opposed to the current framework in place? Should we approve this framework and organization structure prior to the handbook being approved?
    - Bridge page will need to be approved by OAA
    - Due to new CMS site design, all items on the right nav will need to be moved to the left nav
      - The new CMS design has cascading menus
  - **Motion approved (all in favor): Approve current website framework**

## New Business

- Election of chair for AY12
  - Chair or co-chair must be a faculty senator
    - Co-chair might not be the best choice for this committee
  - When will the chair dates of service start/end?
    - Would like to have Tara as chair over the summer
    - Could elect a chair at today's meeting and have the new chair start in the fall
  - **Motion approved: Elect a new chair who will take over the position at the start of the fall semester**
  - Nominations for chair
    - Keith Cates
  - **Vote passed (all in favor): Keith Cates as AY12 chair**
  - The AAC would like to extend their appreciation to Tara for her service as chair!

## Information Items

- Work Schedule for AAC on the Academic Assessment Policy & Procedure document:
  - 4/29 AAC Meeting 12:00-2:00pm, ADM 283
  - 5/6 Faculty Senate (document on agenda for second reading)



*Expected Attendees*

C	Tara Smith (Chair), Faculty Senate
P	Osama Abaza, Faculty Senate
C	Allan Barnes, CHSW
C	Brian Bennett, CTC
P	Kim Bloomstrom, MSC
C	Keith Cates, COE
N	Cheryl Siemers, KPC

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

C	Bart Quimby, OAA
C	Melissa Huenefeld, OAA
C	*Tom Miller, OAA
C	**Deborah Mole, LIB

\*Guest

\*\*Incoming member

*Note: Confirmed meeting attendees are marked with "C."  
Those unable to attend are marked "N." Those calling in are marked "P."*