

## UAA Faculty Senate Academic Assessment Committee

Minutes: January 17, 2014

11:00a – 12:30p ADM 204

Audio conference: 1-800-893-8850

Participant code: 1664738

### General Business

- Approval of Agenda
  - Approved
- Approval of Minutes from 12/6/2013
  - Approved
- Vice-Provost Report

### New Business

- CAFE classes
  - Schedule
    - February 7, 10a-11a, Rasmuson Hall 303  
*Program Mission Statements & Program Student Learning Outcomes (PSLO's): Are Yours Effective?*
    - March 7, 10a-11a, Rasmuson Hall 303  
*Rubrics & Assessment Data Collection: Making Things Good, Better, & Innovative*
    - April 4, 10a-11a, Library 307  
*A Conversation about Program Improvement*
  - Committee decided to work up a basic introduction for these sessions that provides a framework for assessment at UAA and a brief overview of the work of the Committee.

### Continuing Business

- Yearly update of AAC handbook
  - General discussion around when a program should submit its assessment plan in the curricular process. The Committee decided to follow the process currently in the curriculum handbook.
    - “A complete and valid assessment plan must be presented to the Office of Academic Affairs (OAA) in accordance with the requirements of the Academic Assessment Handbook. *Note: Academic boards do not evaluate the assessment plan or resource implications; however the plan must be complete when a new program is submitted to the academic boards.*”  
(Curriculum Handbook, pg. 4)
- AAC review process & assessment plan guidelines
  - Revision of Assessment Plan Action form
- Assessment tracking and archives of artifacts, data, and reports
- Revision of the Annual Survey Report
- Annual Assessment Survey - Optional questions data



**Informational**

- AAC&U GENERAL EDUCATION AND ASSESSMENT: Disruptions, Innovations, and Opportunities
  - Portland, Oregon, February 27–March 1, 2014
  - Website: <http://www.aacu.org/meetings/generaleducation/gened2014/index.cfm>
  - Attendees funded by the Office of Undergraduate Academic Affairs (OUAA): William Myers, Shawnalee Whitney, Brian Partridge, Sandra Pence, Kenrick Mock, Jacqueline Cason, & Kathi Trawver

*Attendees*

C	Brian Bennett, CTC
N	Scott Downing, KPC
P	Cindy Trussell, KOD
P	Holly Bell, MSC
C	Rebecca Moorman, LIB
C	Bill Myers, CAS
P	Kathleen Voge, CBPP

-	Vacant, COE
C	Jennifer McFerran Brock, SOE
N	Kathi Trawver, COH
C	Keith Cates (Chair), Faculty Senate
C	Bill Hazelton, Faculty Senate
C	Deborah Mole, Faculty Senate
-	Vacant, Faculty Senate

N	Maria Stroth, OAA
C	Susan Kalina – Ex-officio, Vice Provost
N	Helen Wisniewski – Ex-officio, Vice Provost

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

Scheduled Meeting Dates Spring 2014		
Date	Time	Location
1/17	10:30a-12:30p	ADM 204
1/31	10:30a-12:30p	ADM 204
2/7	10:30a-12:30p	RH 303
2/21	10:30a-12:30p	ADM 204
3/7	10:30a-12:30p	RH 303
3/21	10:30a-12:30p	ADM 204
4/4	10:30a-12:30p	LIB 307
4/18	10:30a-12:30p	ADM 204
5/2	10:30a-12:30p	ADM 204
Spring 2014 schedule: 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Fridays		