

UAA Faculty Senate Academic Assessment Committee

Minutes: January 18, 2013

9:30a – 12:30p LIB 307

Audio conference: 1-800-893-8850

Participant code: 1664738

General Business

- Approval of Agenda
 - Approved
- Approval of Minutes from 12/7/2012
 - Approved
- Vice-Provost Report
- Guests: Diane Erickson, Director of Academic Affairs, Mat-Su

New Business

- Letter to Deans, re: change in AAC Program review format
 - After the Handbook is approved by Faculty Senate, the committee will need to send a message to the UAA Community about the changes this year.
 - What is the message?
 - It needs to be clear and stated at the beginning of the message that programs still need to be actively engaged in annual assessment.
 - The assessment process is shifting to a focus on actions and improvements.
 - The message that programs will need to complete the Annual Assessment Survey should come in the beginning.
 - The dates proposed for the survey are April 1-June 15.
 - The committee will send any other ideas to the Chair, who will revise the letter.

Continuing Business

- Website
 - The immediate need is to focus on the new process and to highlight what the faculty needs to know.
 - Consider posting the performance report, survey, assessment plans and the Handbook.
 - What is the committee hoping to see on the website?
 - Best practices
 - The committee approved OAA to work on updating the website.



- Seminar / Workshop
 - Format and speaker
 - Guest speaker
 - Committee members will consider different guest speakers. Some suggested resources: Rose-Hulman Assessment Conference., NWCCU, AAC&U.
 - Format
 - Suggestion to have somewhat of a mini-conference. The guest speaker can come in advance to meet with key people, then have a keynote address and workshops.
 - The committee wants to work closely with the speaker, so that the speaker will know where the institution is and how it can move forward.
 - It would be good to highlight the best practices within the University, as well as nationally.
 - Suggestion to have a variety of workshops, some covering technical aspects and some more engaging topics.
 - One workshop might answer questions about assessment plans.
 - When and where?
 - The committee agreed to hold this in the fall, to encourage people to think about assessment for the year.
 - September 19-20, LIB 307 and LIB 301.
 - OAA will reserve these rooms.
 - Who?
 - The committee wants to target assessment coordinators, Deans and Associate Deans, but leave it open for others.
 - The committee agreed to keep it UAA focused for the first year.
 - What will it be called?
 - Suggestion to call it the “Northern Lights Assessment Conference: Moving Forward”
 - Framing and focus
 - What do people who do assessment need?
 - We need to increase the conversation and sharing of ideas, share the best practices of faculty here and best practices from outside.
 - Suggestion to have best practices notebooks, which highlight UAA programs’ best practices.
 - How will we present this to faculty so that they will want to come?
 - The committee will think about CAFÉ supporting the conference.
 - A funding request needs to go to OAA fairly soon.



- This should include travel costs for faculty from other campuses, as well as for the guest speaker.
- Handbook revisions
 - Edits
 - References on the top and bottom of page 6 to 5-year reviews need to be removed.
 - Missing parenthesis in table of contents.
 - Identify Program Student Learning Outcomes better and correct all references to say PSLOs.
 - Update the links and the attachments
 - The committee will send the Chair any other changes and he will update it and send it to the Faculty Senate for their next agenda.
 - The form for PSLOs will be included.
- Annual survey
 - How will faculty login?
 - For this year, a password will be sent to Deans and Associate Deans that can be shared with those that need access. Faculty will login with their username and this password
 - Run through of Annual Assessment Survey
 - Suggestions
 - Change the entry of the date for the current assessment plan to a drop down box with the academic years.
 - Change the question about program faculty participation to:
 - As your program's coordinator, estimate how many of your faculty engages in assessment.
 - Add a drop-down of ranges.
 - Request to add a function to save and go back to the survey later.
 - Include explanation boxes for no answers, rather than yes answers.
 - Add multiple choice/check all that apply response types to questions where it's feasible.
 - Add mathematical logic to questions about the numbers of outcomes that have met or exceeded expectations.
 - Remove any references to the 5-year review.
 - Have clearer language about the optional questions.
 - Use rollover information boxes where appropriate.
 - Add the ability to upload multiple documents on the question about sharing rubrics.
 - Move the question about the program accreditation to the beginning.
- Next steps



- The Chair will send the revised Handbook to the Faculty Senate.
- OAA, Kathleen Voge, the AAC Chair and Kurt Matthews from IT will meet to work more on the Annual Assessment Survey.
- OAA will reserve LIB 307 and LIB 301 on September 19-20.
- The Chair will revise the letter to the Deans and UAA Community based on the suggestions from the Committee.

Informational

- 2/1/2013 PSLO review of BA – Languages; available on Blackboard

Scheduled Meeting Dates Spring 2013		
Date	Time	Location
1/18	9:30a-12:30p	LIB 307
2/1	9:30a-12:30p	LIB 307
2/15	9:30a-12:30p	ADM 204
3/1	9:30a-12:30p	ADM 204
4/5	9:30a-12:30p	ADM 204
4/19	9:30a-12:30p	ADM 204
5/3	9:30a-12:30p	ADM 204
Spring 2013 schedule: 1 st , 3 rd Fridays		

Attendees

C	Brian Bennett, CTC
C	Anthony Lack, KPC
-	Vacant, KOD
P	Holly Bell, MSC
C	Deborah Mole, LIB
C	Bill Myers, CAS
P	Kathleen Voge, CBPP

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

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

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

Scheduled Meeting Dates Fall 2013		
Date	Time	Location
8/16	9:30a-12:30p	ADM 204
9/6	9:30a-12:30p	ADM 204
9/20	9:30a-12:30p	ADM 204



10/4	9:30a-12:30p	ADM 204
10/18	9:30a-12:30p	ADM 204
11/1	9:30a-12:30p	ADM 204
11/15	9:30a-12:30p	ADM 204
12/6	9:30a-12:30p	ADM 204
Fall 2013 schedule: 1 st , 3 rd Fridays		

Scheduled Meeting Dates Spring 2014		
Date	Time	Location
1/3	9:30a-12:30p	ADM 204
1/17	9:30a-12:30p	ADM 204
2/7	9:30a-12:30p	ADM 204
2/21	9:30a-12:30p	ADM 204
3/7	9:30a-12:30p	ADM 204
3/21	9:30a-12:30p	ADM 204
4/4	9:30a-12:30p	ADM 204
4/18	9:30a-12:30p	ADM 204
Spring 2014 schedule: 1 st , 3 rd Fridays		