Academic Affairs
UNIVERSITY *of* ALASKA ANCHORAGE

UAA Faculty Senate Academic Assessment Committee
Minutes: October 19, 2012
9:30a – 12:30p ADM 204
Audio conference: 1-800-893-8850
Participant code: 1664738

General Business

- Approval of Agenda
  - Approved
- Approval of Minutes from 10/19/2012
  - Approved
- Vice-Provost Report
  - Summer compensation for committee Chair
    - The committee was asked to develop a list of essential summer duties of the AAC Chair.
  - Communication and Timeline for AY13
    - Academic Deans/Campus Directors have finalized the schedule for BOR Five-Year Reviews. This is posted under Assessment on the OAA Web site.
    - Five-Year Assessment Reviews will be scheduled starting Fall 13.
  - "Bundling" Programs for Assessment Plans/Annual Surveys/Five-Year Reviews
    - This needs to be decided before a schedule of Five-Year Reviews can be produced and before the drop-down program box can be created for the Annual Survey.
    - What are the criteria for programs to be approved for "bundling?"
    - What is the process?
  - Annual Survey
    - Timeline for finalizing the content.
    - Timeline for IT to develop the site and tool.
    - Is the goal to allow programs to complete the survey within a set timeframe? E.g. April 1-June 15?
  - Scheduling Five-Year Assessment Reviews
    - Programs up for AY15 BOR Program Review will be scheduled for next year, AY14.
    - What is the process for scheduling these?
  - AY13 Funding for Assessment Reporting
    - Almost all assessment funding requests are in from the Academic Deans/Campus Directors.
    - The AAC will be copied on the requests.
    - OAA would like to turn these around well before its deadline of November 15.
  - Three-Year (Five-Year) Review Exemption Requests
    - Programs are seeking guidance.

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- Now that there is a general schedule, when do programs file an exemption request? How long is it valid? What kinds of information should it include?
  - Statewide Academic Council and the BOR Policy Review
    - SAC is considering proposing a 7 year cycle for Program Review.
    - SAC is considering proposing the removal of the following lines from BOR policy: ~~Assessment practices will be coordinated among MAUs. An annual report on the implementation and results of assessment practices will be provided to the board.~~
  - Program Student Learning Outcomes Assessment in Catalog
    - The revised PAR came before the academic boards. The boards deferred approval of the change until the future process for handling new and revised PSLOs is finalized.
  - General Education Assessment Task Force
    - The General Education Assessment Task Force held its first meeting. Bill Myers is the chair and can update this group.
  - AAC&U Annual Meeting: The Quality of U.S. Degrees: Innovations, Efficiencies, and Disruptions—To What Ends? (January 23-26, Atlanta, Georgia)
    - The early registration deadline is November 19.
    - http://www.aacu.org/meetings/annualmeeting/AM13/

New Business

- 5-yr program review schedule
  - No 2013 reviews, will start in 2014 with ~45 programs
    - The committee agreed that it would be helpful to create a one pager to detail the new assessment processes.
    - The committee expressed interest in asking for a volunteer program to go through program review this spring.
  - Café classes – reach out to faculty
    - The committee will come up with some ideas for Café classes and Kathleen Voge will present them to the CAFÉ Advisory Board.
      - The committee will need to decide what topics will be done and when, as soon as possible. CAFÉ determines their schedule before January.
      - The committee agreed to hold at least three sessions, with the possibility of some sessions being taught more than once.
  - Program roll-ups
    - What is the process of allowing program roll-ups?
      - Suggestion that programs should request roll-ups if they desire them and the committee will then review them on an individual basis.
        - The committee agreed it would be helpful to start a list of criteria as a starting point.

- It was also suggested that committee members should go to their colleges and ask about roll-ups.
- Concern was expressed that creating a process for this might send the wrong message. All programs should be concerned about student learning and program improvement.

- Exemption request format
  - Suggestions:
    - Encourage programs not to submit an exemption request unless they are up for program review in the next year, because exemptions are only granted for one year. This process will be clear in the revised handbook.
    - Ask for the current assessment plan to be included with all exemption requests.
    - Provide a one-pager for the exemption process.
    - Add links on the assessment website for these standalone documents: an exemption checklist, a one-pager for the exemption process, a template.
- Exemption requests
  - All exemption requests were deferred to the next meeting.
    - Conflict Resolution OEC
    - Limited Radiography OEC
    - Paralegal Studies Certificate
    - Social Work BSW and MSW
    - Children's Residential Services OEC
    - Public Health Practice MA

Continuing Business

- Handbook revisions
  - The committee is encouraged to review the handbook over the next couple of weeks and send any comments to Brian Bennett.
    - The AAC Chair will work with Brian on the best way for the committee to handle a shared document.
- Annual survey
  - The goal for implementation of the survey is April 1.
  - Is the survey for description or analysis purposes?
    - The committee would like to see assessment trends and hopes the survey encourages programs to continuously think about student learning and program improvement.
  - Updated Annual Academic Assessment Survey DRAFT

- Revise 5. What percentage of your program faculty participated in assessment activities this past academic year?
- Revise 8. Did you encounter any challenges in collecting data this past academic year?
  - Text response
- Revise 13. When looking at student achievement this past year, how many of your measured outcomes were met or exceeded by students, based on expected success rate goals.
- Revise 14. When looking at student achievement this past year, how many of your measured outcomes were not met or exceeded by students based on expected success rate goals?
- Add a question before 15. Has your program made improvement recommendations this past academic year based on collected assessment data?
- Revise 15. In this past academic year, how have assessment results been used to improve teaching and learning?
  - Response will be a drop-down list selection of choices, with the option to add a new choice, and ability to select multiple choices.
  - Committee indicated a text box should be added to provide an opportunity for programs to write a description of their changes.
- Include all of the optional questions, with a yes/no and/or text response type.
  o Kathleen Voge will send out this updated version of the survey draft, for committee members to comment on and edit via email. All comments and edits should be sent to Maria Stroth by noon on October 26.
  - After the edits have been compiled and a new draft is sent out, committee members agreed to take the draft survey back to their colleges and get feedback.
    - A suggestion was made to frame the request for feedback to determine if the questions make sense, rather than asking for content revision.
    - The committee will need to make sure Kodiak is contacted.
  o Other suggestions for the Annual survey
  - It would be helpful to have rollover buttons on the survey, to include verbiage for guidance. Kathleen Voge will talk to Rachel Waters in IT, to determine if this is a possibility.
  - The committee would like to see upload document functionality on the survey, in case programs would like to include any supporting documentation.
  - The data for the drop down list selection of programs should come from Banner, so it can be continuously updated.
  o Board of Regents Policy and Regulations review
  - Deferred.

Scheduled Meeting Dates Fall 2012		
Date	**Time**	**Location**
10/19	9:30a-12:30p	ADM 204
11/2	9:30a-12:30p	PSB 103B
11/16	9:30a-12:30p	ADM 204
12/7	9:30a-12:30p	ADM 201
Fall 2012 schedule: 1st, 3rd Fridays		

Expected Attendees

N	Brian Bennett, CTC	P	Amina Turton, COE	C	Maria Stroth, OAA
N	Anthony Lack, KPC	N	Jennifer McFerran Brock, SOE	C	Susan Kalina – Ex-officio, Vice Provost
	Vacant, KOD	C	Kathi Trawver, COH	N	Helena Wisniewski – Ex-officio, Vice Provost
C	Holly Bell, MSC	C	Keith Cates (Chair), Faculty Senate	C	Rebecca Moorman – Ex-officio
C	Deborah Mole, LIB	C	Bill Hazelton, Faculty Senate		
C	Bill Myers, CAS		Vacant, Faculty Senate		
C	Kathleen Voge, CBPP		Vacant, Faculty Senate		

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