



## **UAA Faculty Senate Academic Assessment Committee**

Minutes: November 15, 2013

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 11/1/2013
  - Approved
- Vice-Provost Report
  - OAA will be able to fund the group Committee members who expressed interest in attending the AAC&U GER Assessment Conference. Please get in touch with Maria Stroth regarding the travel process.
  - Discussions around eCurriculum are currently being held. This will likely include the opportunity for an electronic assessment process.
  - The Committee would like to assist colleges in exploring different ways of archiving and tracking their assessment documents. Some ideas are home-grown databases, shared drives, or cloud options.

### **New Business**

- AAC review process
  - Draft revision of PSLO form
    - General discussion around adding checkboxes for various changes to assessment plans, to clarify which changes are substantive and warrant AAC review.
    - Suggestion to add “recommended for AAC level review” to the action form at the college level.
    - Recommended to require a track changes version of the assessment plan, so that it’s easier to identify which changes were made.
- Annual Assessment Survey - Optional questions data
  - General discussion around changes to the survey
    - Add an option to question regarding kinds of program changes made:
      - “After a full review, the faculty determined that no changes were warranted at this time.”
    - Should the PSLO metric remain on the survey?
      - General agreement to keep the PSLO metric but not necessarily use it for reporting, as it can be misleading.
  - General discussion around the survey report
    - It should emphasize the changes made and the positive activities around assessment.
    - Things to highlight:



- Assessment Seminar
  - Pie chart of changes made
  - Faculty development around assessment
    - OAA will work on a revised report template.
- It was suggested that Committee members attending assessment conferences inquire about assessment reporting.
- Suggested that a seminar discussion might be around about how to use data.
- CAFE classes
  - First Fridays of February, March, April from 10-11 a.m.
  - Introduce every session with why we're doing assessment (focus on what's useful to faculty and programs).
  - Will hold 3 CAFE sessions on assessment building blocks.
  - Brainstorming on topics:
    - Framework – PSLOs & mission (Revisiting your mission statement and PSLOs)
    - Data, rubric, methodology
    - Conversation about program improvement
  - Will need to send CAFÉ a blurb for each session in December. Kathleen Voge will draft this.

**Continuing Business**

- Yearly update of AAC handbook
- Assessment Plan Guidelines

**Informational**

- Canceled meetings on December 20 and January 3

*Expected 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
C	Kathleen Voge, CBPP

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

C	Maria Stroth, OAA
C	Susan Kalina – Ex-officio, Vice Provost
N	Helena 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."*



<b>Scheduled Meeting Dates Fall 2013</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
11/15	10:30a-12:30p	ADM 204
12/6	10:30a-12:30p	ADM 204
12/20	10:30a-12:30p	ADM 204
Fall 2013 schedule: 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Fridays		

<b>Scheduled Meeting Dates Spring 2014</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
1/3	10:30a-12:30p	ADM 204
1/17	10:30a-12:30p	ADM 204
1/31	10:30a-12:30p	ADM 204
2/7	10:30a-12:30p	ADM 204
2/21	10:30a-12:30p	ADM 204
3/7	10:30a-12:30p	ADM 204
3/21	10:30a-12:30p	ADM 204
4/4	10:30a-12:30p	ADM 204
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		