



UAA Faculty Senate Academic Assessment Committee

Minutes: November 16, 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 11/2/2012
 - Approved
- Vice-Provost Report
 - Assessments reporting funding requests were fully funded for each college.
 - What does funding for “assessment reporting” mean?
 - Each program completes the Annual Assessment Survey to report on their annual assessment activities.
 - In the reporting funding requests, the deans/directors were asked to talk about how the support programs in making improvements triggered by the assessment process. This is so OAA better understands how the colleges/schools are closing the loop.
 - Some colleges/schools have integrated the assessment process into the regular faculty workloads and are looking for funding to support faculty professional development relative to best practices in assessment.
 - The Chairs of the Undergraduate Academic Board, Graduate Academic Board, and Academic Assessment Committee emailed the memo for inclusion of the PSLOs in the catalog to the Faculty Listserv and the deans/directors.
 - AAC Chair is encouraged to send this memo to the College Curriculum Committees.
 - Annual Survey
 - Interim Provost Bear Baker has requested that all programs continue to complete the Annual Assessment Survey, even if exemption from the five-year assessment review is granted.
 - Provost Search
 - Committee is encouraged to attend sessions for the third Provost Candidate, November 19-21.

New Business

- AAC & U meeting on campus – Jan 11-12, 2013
 - If members of the committee are interested, please send your name to Keith Cates.

Continuing Business

- Website



- A meeting with OAA, Kathleen Voge and the AAC Chair will be held the week after Thanksgiving.
- Café classes – reach out to faculty
 - Request to be on the schedule needs to go to CAFÉ by early January.
 - The Committee agreed to host a session targeted to programs coming up for assessment review (but everyone is welcome to attend).
 - The Committee discussed having two, one-hour classes in February.
 - Bill Myers volunteered to lead one session.
 - A suggestion was made to have a session on CBPP’s practice of “Assessment Week,” a week in the Summer that CBPP dedicates to assessment.
 - Deborah Mole volunteered to create a few two-minute assessment tutorials to post on the website or other places.
- Communication
 - Committee is encouraged to draft a one-pager of their new processes that will be used for the CAFÉ sessions as well as communicating to faculty and administrators.
- Handbook revisions
 - Page 11. Current deadline for submission of five-year review documents is Nov. 1.
 - The committee discussed that this deadline is too late in the semester and agreed to change this to October 4, which will be the date of the first review.
 - Exemption request deadline?
 - Will be due between February 1 and March 1. (Schedule will be finalized by February 1.)
 - Exemption request approval will go back to programs before the end of the semester.
 - Official notification for programs with reviews the following year
 - Reminders will go out February 1, first of May, middle of summer and after Faculty contracts start in August.
 - When will the deadline for documents required for review be?
 - The committee agreed to set the deadline for each program 30 days prior to their program’s review.
 - Assessment Handbook Graphic
 - Motion to modify and simplify the graphic.
 - **Motion Approved.** Brian Bennett will work on the graphic before the next meeting.
 - The Chair will make these adjustments to the handbook.
- PSLO update
 - AAC will review updates to PSLOs and then send an informational item to Faculty Senate. OAA will forward updated PSLOs to the Registrar for inclusion in the UAA Catalog.



- Annual survey
 - The AY13 Annual Assessment Survey has been finalized.
- 5-yr program review schedule
 - No 2013 reviews, will start in 2014 with ~45 programs
 - AAC Schedule 2013-2014
 - Deferred to next meeting.
 - Program roll-ups
 - What is the process for finalizing program roll-ups?
 - Should the roll-ups that are already being done be reviewed?
 - Colleges should be asked to confirm them.
 - What programs are allowed to roll-up?
 - Certificates that are fully embedded within an AAS degree.
 - Programs have the exact same program outcomes.
 - Assessment Plans should state what programs are assessed together.
 - The committee agreed that messaging should be sent out to programs to clarify this.
- Motion for January 4 meeting to be canceled.
 - **Motion approved.**
- Meeting adjourned at 11:30 a.m.

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

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



Attendees

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

C	Amina Turton, COE
N	Jennifer McFerran Brock, SOE
P	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.”

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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
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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
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