



UAA Faculty Senate Academic Assessment Committee

Minutes: November 2, 2012

9:30a – 12:30p PSB 103B

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
 - AAC&U Annual Meeting: The Quality of U.S. Degrees: Innovations, Efficiencies, and Disruptions—To What Ends? (January 23-26, Atlanta, Georgia)
 - Has the committee decided which three members will attend this conference?
 - Deborah Mole and Brian Bennett are interested.
 - The Chair will send the finalized list to OAA.
 - Provost Search
 - Provost Candidates will be on campus, starting next week. General sessions are posted on the Chancellor's website. The committee is encouraged to attend and share the information with their colleagues.

New Business

- AAC/UAB/GAB process
 - A memo is being drafted for programs, regarding publishing Program SLOs in the Catalog.
 - Programs with Program SLOs currently in the Catalog do not need to take action.
 - Programs without Program SLOs in the Catalog but with SLOs in their Assessment Plan on file with OAA, do not need to take action at this time. OAA will send each program the SLOs as they appear in their assessment plan and ask that programs confirm them.
 - Programs without Program SLOs either in the Catalog or in the Assessment Plan on file with OAA, or those who wish to change SLOs, will go through the regular curriculum process up through the college/school level and then go directly to AAC.
 - Should AAC be involved with accessibility of Program SLOs?
 - The committee should include an informational item to Faculty Senate, that includes a list of what programs were reviewed.



- The committee wants to make it clear that they are reviewing Program SLOs, not approving them and agreed to explore sending messaging to programs about their role in this process.
- AAC & U meeting – Jan 11-12, 2013
 - An AAC representative will likely be invited to attend this on campus meeting.
- Exemption request format
 - Exemption approval letters need to make clear that programs are engaged in continuous assessment and continue to do the Annual Assessment Survey.
 - Committee agreed that a memo detailing the new exemption request process needs to be drafted.
 - A recommendation was made to use Social Work's exemption requests as model requests.
- Exemption requests
 - **Motion to approve all four exemption requests was approved. All in favor.**
 - Conflict Resolution OEC
 - Limited Radiography OEC
 - Paralegal Studies Certificate
 - Social Work BSW and MSW

Continuing Business

- Handbook revisions
 - Brian Bennett is keeping track of all suggestions for the Handbook and will send out updated versions regularly.
 - The Handbook will be on the top of the agenda next time.
- Annual survey
 - What is the purpose of the survey?
 - The survey captures UAA's yearly assessment practices and provides consistent data that is necessary for institutional accreditation reporting.
 - The program drop down list will pull data from Banner.
 - Kathleen Voge will talk with IT about program roll-up.
 - Add "Advising and Mentoring" to Actions Taken in number 18.
 - Add a 10th optional question: "Is your program accredited by an outside accrediting agency? If so, who?"
 - **Motion to approve the Annual Assessment Survey was approved. All in favor.**
- 5-yr program review schedule
 - No 2013 reviews, will start in 2014 with ~45 programs
 - AAC Schedule 2013-2014
 - How does AAC set the schedule?



- The committee agreed to give programs a period of time to volunteer and then start assigning programs after that deadline.
- The Chair will draft a memo.

Scheduled Meeting Dates Fall 2012		
Date	Time	Location
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: 1 st , 3 rd Fridays		

Attendees

C	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
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	Helena Wisniewski – Ex-officio, Vice Provost
N	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.”