



## UAA Faculty Senate Academic Assessment Committee

Minutes: December 7, 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 11/16/2012
  - Approved
- Vice-Provost Report
  - Copies of each college's assessment reporting funding requests, without specific dollar amounts, were handed out at the last meeting. These are a helpful lens into how each of the colleges is structuring and supporting assessment. PSLOs in the catalog
    - Roll-ups
      - Encouraged the Committee to think about the approval process.
    - As communicated by the AAC Chair, programs wanting to change PSLOs, but which do not have an Assessment Plan on file, have until Feb. 1 to submit the appropriate materials to the Committee.
    - As OAA has worked on the messages to programs, it has become clear that there are programs offered at multiple campuses with PSLOs that do not match
      - OAA is sending communication to these programs, encouraging them to have a conversation to determine the final set of PSLOs. What will their deadline be for submitting updated Assessment Plans to the Committee?
        - The Committee agreed on March 30.
  - AAC one pager
    - This draft is a starting point but the Committee is encouraged to think about what a one-pager for the Committee would include and look like.
      - The Office of Institutional Effectiveness is willing to make it visually appealing and match the Performance Report.
      - Suggestions:
        - Add a line stating what a good Assessment Plan does.
          - “A good plan will be reviewed periodically...”
        - Add a similar line for PSLOs
        - Reference the Handbook
        - Include the date of the Summit.
        - Link to the website

## New Business

- Deans invitation letter
  - Suggestions from Vice Provost Susan Kalina:
    - The request for Dean's to send this out to their departments should come at the very beginning of the message.
    - The requirement to complete the Annual Survey might be set off more, so it stands out.
    - It would be good to call it the Five-Year Program Assessment Review in each case, so it is not confused with the BOR Program Review.
- Program Assessment Reviews
  - How will the Committee move forward with Program Assessment Reviews?
    - Suggestion to break-out into sub-groups.
      - Committee members might sign up for reviews.
      - Four programs need to be covered per meeting. Business and review of prior meeting reviews could be held in the first hour of the meetings and the next two hours would be for reviews.
      - It would be helpful to develop a framework for Committee members before reviews begin.
      - Should the Committee offer specific dates for distance reviews?
        - Suggestion that it would be helpful to allow distance programs to select a range of dates that would work well for them.
    - Concern was expressed that the Committee wouldn't have adequate time to give quality feedback to programs, if they are attempting to meet with over 40 programs every semester.
    - What is the purpose of Program Assessment Reviews?
      - To provide OAA with its reporting needs, offer a chance for a discussion with programs, and to provide mentorship.
        - Forward thinking, annual survey data could be pulled into a trending document for programs every five years.
      - By building an assessment culture, reviews might be less necessary.
    - The Committee proposed and agreed to move away from five year Program Assessment Review and to move toward thoughtfully developing a value adding and culture building set of activities and communication strategies to enhance assessment culture at the university.
      - The Annual Survey is necessary and will remain in practice.
      - The Committee agreed that it needs to define its role in assessment and develop a message that supports its goals.
    - The Committee's goal is to promote the culture of assessment, how will it do that?
      - Suggestions
        - List best practices on the website.
        - Ask the Deans to encourage programs to visit the Committee.



- Have regular CAFÉ sessions.
- Explore the possibility of funding incentives to programs that actively participate in assessment.
  - The Committee needs to draft a funding request if it would like to move forward with this.
- Explore the possibility of holding an annual spring assessment showcase or summit that:
  - Provides assessment sharing opportunities
  - Presents best practices
  - Provides a place for discussions and break-out sessions
    - OAA will look into room availability on campus on March 29 and April 5, 12, and 19.
- Continue to be actively available to programs seeking guidance or assistance with assessment.
  - Send messaging out to colleges, programs, and faculty every semester letting them know that AAC is available.
  - Send out communication that lets programs know the Committee is available to assist programs in preparing for the BoR five-year Program Review.
  - The AAC Chair might visit a Deans meeting, to communicate these messages to the Deans.
- Non-degree programs – deferred to next meeting.
  - Honors
  - College Preparatory and Developmental Studies

### **Continuing Business**

- Website
- Café classes – reach out to faculty
- Handbook revisions
  - Brian Bennett will revise the Handbook, including the shift away from the five-year assessment review and will send it to the Committee by the end of the week.
  - The Committee will send any revisions over the Christmas break and Brian will make corrections before reconvening in January.
  - The Committee hopes to get an informational item that the Handbook has been revised on the Faculty Senate agenda by the February Faculty Senate meeting.
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### **Other Business**

- May 3 will be added to the scheduled meeting dates.



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

*Attendees*

P	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.”*

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 <sup>st</sup> , 3 <sup>rd</sup> Fridays		



<b>Scheduled Meeting Dates Spring 2014</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
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 <sup>st</sup> , 3 <sup>rd</sup> Fridays		