



UAA Faculty Senate Academic Assessment Committee

Minutes: April 19, 2013

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 4/5/2013
 - Approved
- Vice-Provost Report
 - As a follow up to the discussion about the assessment plans, we clarified language on the Web site, informing faculty that they are not required to use the template.
 - The chart on page 8-9 of the Assessment Handbook lists all the categories that must be addressed.
 - As soon as the committee has an approximation of the budget for the September summit please submit it to OAA.

New Business

- Changes to the website related to the academic assessment plan template
 - The committee discussed how best to deal with the template on the website. One suggestion was to remove the template.. Another suggestion was to clarify the wording and supply examples of assessment plans to the website. The assessment plan template will be discussed further.
- AAC Communications Plan
 - It would be good to come up with a communication plan to clarify the number of changes that have been implemented over the last several years.
 - What are the kinds of ongoing interactions to help keep faculty informed and up-to-date?
 - Would it be good to also create a formal feedback mechanism, maybe off the Web site?
- Input to the AAC
 - The Committee plans to keep the existing process in place for the next two years and not to make any major changes.
 - The survey has been positively received. After receiving feedback, there may need to be some adjustments to clarify any misunderstood questions.
 - There was discussion regarding the best date for the submission deadline, which is currently June 15th.
 - The Committee recognized that there would be benefit to having an assessment committee at the college level, but it is not mandatory.



- Faculty have requested that the assessment plans be moved to the AAC Web site. OAA will work on this.
- 10 AM – Computer Information and Office Systems, Mat-Su - Program rep. Gloria Hensel
 - Summary:
 - Cross campus with multiple assessment plans
 - How do the short-hand writing classes fit into the outcomes?
 - The short-hand writing classes are not part of the programs. They are classes offered for interested students.
- 11:00 AM – Fire & Emergency Services Technology, AAS - Program rep. Tim Benningfield
 - Summary:
 - The assessment plan was designed to realign the program in order to meet the six core courses that comply with the US Fire Administration guidelines for their Fire and Emergency Services curriculum. The removal of a course in hydraulics in firefighting and the addition of safety and survival as one of the outcomes, meets the US Fire Administration guidelines.
 - The degree is only offered at the Anchorage campus.
 - Tim Benningfield is the only full-time faculty member and there are currently less than ten adjunct professors.
 - The program delivers about seven classes a semester.
 - Students develop a portfolio or paper when they do the ride-along in FIRE A105?
 - A suggestion was made to create a rubric guided paper or to have the students construct a job performance review.
 - The students who participate in this program are usually already certified and employed within their field and are seeking the academic component to further develop their career.
 - There are also students who are looking to get into the career field and the program provides practicums to introduce them into the field.

Continuing Business

- Seminar / Workshop Proposal
 - Dr. Lynn Priddy
 - Dr. Lynn Priddy has agreed to be the speaker. Travel expenses will need to be provided, but there are no other monetary constraints.
 - There was a suggestion to podcast the workshop and to make it available on the website.
 - Topics:
 - One of the sessions will discuss the Assessment Handbook and process in detail.
 - Round Table:
 - Business will be joining the workshop.



- A representative from the Community and Technical College has agreed to give a presentation on the assessment process within that college.
- CAFÉ classes
 - Format – days/times, descriptions, locations
 - Currently, CAFÉ is in the process of setting up classes for the Fall semester.
 - The plan is to take two classes from the Seminar/Workshop and use them for a repeating CAFE workshop, to be held twice a semester. The classes will be broken down into five minute presentations with a Q&A session following the presentations.

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

Attendees

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

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

N	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 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
4/4	9:30a-12:30p	ADM 204
4/18	9:30a-12:30p	ADM 204
Spring 2014 schedule: 1 st , 3 rd Fridays		