

UAA Faculty Senate Academic Assessment Committee

Minutes: August 31, 2012

9:30a – 12:30p PSB 103A

Audio conference: 1-800-893-8850

Participant code: 1664738

eLive: Will not be available for this meeting

Guests: Megan Carlson, OAA

General Business

- Approval of Agenda
 - Approved
- Approval of Minutes from 4/27/2012 meeting
 - Rebecca Moorman should be listed as a member, not as a guest
 - Otherwise approved

Continuing Business

- Vice Provost Kalina's OAA report
 - OAA's work over the summer
 - Academic assessment section of the AY12 Performance Report
 - The Chair of the AAC worked with OAA and Institutional Effectiveness to revise the approach to the Academic Assessment section of the Performance Report. It now focuses on the work of the committee, recognizes the role of individual program accreditation in overall assessment, and highlights the goal of program improvement.
 - The Performance Report can be used to inform revisions of the annual survey tool. How can we best meet the Statewide metric? What data/information does the committee want to report? Members of the committee are encouraged to share this version of the academic assessment section with their colleges/schools and programs. The final version will be published later in September.
 - Members are asked to assist their colleges/schools in achieving 100% participation in terms of assessment plans posted and annual surveys submitted.
 - Communication timeline
 - Dates have been sent out to the Academic Deans and Campus Directors and advice from this committee is welcome.
 - Funding memo to deans/campus directors
 - Members are asked to help communicate the deadlines and work with their colleges/programs to determine funding needs for this year's reporting.



- Annual Assessment Survey timeline
 - Committee suggested encouraging deans to talk to their colleges about the June 15 deadline and whether or not there is a better timeline for faculty and programs, which still meets reporting needs. Committee suggested sending the funding memo out even earlier next year, maybe even in the Spring.
 - Decided that this depends on when OAA knows their budget.
- Program Assessment Status Charts
 - Charts detailing each college's/school's assessment status were given out to the respective college/school representative. This is to encourage each college/school to focus on their own progress, rather than a comparison with others. The committee can request to see the entire list, to which the chair already has access.
 - Discussion about whether or not assessment of OECs and certificates that are part of an associate's degree can be rolled up into the associate degree assessment. It was decided that these can be assessed as one, but stand-alone certificates need to be assessed individually.
- Academic Assessment Web site
 - OAA, the AAC chair, and IT met to discuss how to merge the two existing sites and to create a uniform, user-friendly site. The goal is to have the revised site ready for the next round of annual surveys.
 - The AAC chair and OAA liaison are making basic updates.
 - IT is open to working with the committee to provide the functions it needs. The committee can start with a brainstorming of what is desired for the long-term.
- Are there ways to adjust the survey to include deeper information, without going into too much detail?
 - Recommendations: There could be a few very general categories that help to understand and report the kinds of recommendations, e.g. course-level, course sequencing, advising, etc.
 - Actions: In order to address the metric more fully, it would be good to have something about actions taken.
- Suggested that committee and OAA might think about ways to respond directly to programs to say they're listening and trying to address their concerns.
 - OAA compiled a list of suggestions/concerns from the AY12 Annual Survey responses. These can be used as a starting point.



New Business

- Welcome Maria Stroth as new OAA liaison
- Meeting access - Video conferencing
 - Will be using video in future and possibly moving to ADM 204.
 - Maria will follow up on room availability.
- Role of AAC/UAB/GAB in guiding and evaluating program student learning outcomes
 - AAC already tasked with SLOs
 - UAB requested information about who evaluates and/or approves student learning outcomes. Is UAB reviewing them or making sure they are catalog ready?
 - Suggested that if UAB has a question regarding program student learning outcomes, it should be referred to AAC.
 - Suggested that UAB should be in position of expediting this process. Suggested another level of review be introduced on the college level.
 - IS AAC advisory or prescriptive?
 - All programs will come through AAC at 3 or 5 year review.
 - Suggested that faculty should own the outcomes, the AAC shouldn't change the outcomes.
 - These outcomes have been in place for years.
 - Some programs have to answer to their accrediting bodies and any changes to the outcomes must be approved by the accrediting body.
 - Suggested to ask that program student learning outcomes should go to UAB as an informational item only. This allows them an opportunity for review, but does not require the UAB to take action.
 - Keith is on the agenda for the UAB meeting today.
 - This is an ongoing discussion.
 - Will require a revision to the handbook if changes are made.
 - Change 3yr review to 5yr to match BoR program review timeline. Starting 2012-2013
 - General approval of changing to 5-year.
 - Deans and directors have suggested assessment happening the year before program review.



- What happens to programs that are up for program review this year? Do they miss out on assessment?
 - Discussed but no consensus at this time.
- Suggestions for handling quorum for program reviews
 - Increase membership?
 - Suggested that too large of a committee may not work as well.
 - Break up the work into subcommittees?
 - Committees can write bylaws to be able to create subcommittees.
 - What is the minimum number of committee members required to review a program?
 - Suggested it's too early to break into subcommittees.
 - Stated that committee can avoid issue of quorum if no action is taken, only review. Approval can happen at full meeting.
 - Reduce number of Faculty Senate seats?
 - Even though the seats are vacant, it is important to aim for full participation and to fill the Faculty Senate representative seats.
 - Suggested to have program review in a subcommittee, use the minutes to create a report and post for approval of entire committee.
 - Would have to have use of an electronic agreement for approval, written into bylaws.
- AY 2012-2013 goals
 - Determine goals for Faculty Senate
 - Send goals to chair, have till Tuesday noon to submit to Faculty Senate
 - 5-year assessment review revision
 - Bylaws revision
 - Updating handbook
 - Updating survey
 - Communicating about Annual Assessment Survey
 - Encourage additional membership
 - Coordination of communication between Deans, OAA and AAC
 - Yearly revision of handbook
 - Does anyone want to be co-chair?
 - Discussion occurred but it was decided this isn't necessary at this time.
 - Bylaws revision
 - Goal for this year
 - Exemption Representative



- Do programs need a representative present for exemption requests?
 - Decided this isn't necessary because it's not in the Handbook.
- Ex-Officio members
 - A Registrar ex-officio is written into bylaws, should that be removed?
 - Decided to remove this.
- Additional members
 - Chair is looking into filling Faculty Senate seats.
- Letter to deans inviting programs to 3-yr review - Encouraging exemptions
 - No longer necessary because moving to 5-year review.
- Website with IT
 - Goal to combine sites into one
 - Add resources and videos
 - Update survey submittal
- Clean up forms
- Revise annual survey (p.13-16)
 - Reviewing survey
 - Suggest sending it out before programs have to submit it, so they see the expectations beforehand.
 - Suggested sending it out to faculty for feedback, when the draft is done.
 - Survey changes will be top of the next meeting's agenda.
 - Look over responses before next meeting.
- Handbook will also be priority on next meeting agenda.
- AAC Member to liaison with GERC
 - Maybe request one of them here
 - Keith will send request that they have liaison.
- CAFÉ classes as an information source for assessment
 - Kathleen Voge offered to be liaison because she's on CAFÉ Advisory Board.



Attendees

C	Brian Bennett, CTC
P	Anthony Lack, KPC
	Vacant, KOD
N	Holly Bell, MSC
C	Deborah Mole, 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
	Vacant, Faculty Senate
	Vacant, Faculty Senate
	Vacant, Faculty Senate

C	Rebecca Moorman, LIB
C	Susan Kalina, OAA
C	Maria Stroth, OAA

*Note: Confirmed meeting attendees are marked with "C."
Those unable to attend are marked "N." Those calling in are marked "P."*