



UAA Faculty Senate Academic Assessment Committee

Minutes: September 7, 2012

9:30a – 12:30p ADM 204

Audio conference: 1-800-893-8850

Participant code: 1664738

eLive: Will not be available for this meeting

General Business

- Approval of Agenda
 - Approved
- Approval of Minutes from 8/31
 - Approved
- No meeting on 9/21 due to Faculty & Staff Convocation

Continuing Business

- Vice Provost Kalina
 - Performance Report
 - Please feel free to share the version from the last meeting. There might be a few formatting changes in the published version, but the content will not change.
 - Communication and Timeline for AY13
 - Deans and directors are working on their five-year schedule for BOR Program Reviews.
 - Five year Assessment Cycle
 - Programs will be engaged in ongoing assessment activities, which will be fully reported and reviewed for the Five-Year Review. What role does the committee play in helping programs to manage the five-year cycle?
 - The Annual Assessment Survey is designed to report on these ongoing assessment processes and is the main tool for gathering information for Statewide and NWCCU reporting.
 - Committee discussed scheduling assessment reviews and balancing workload over the five-year cycle.
 - Committee suggested some concerns regarding exemptions.
 - Suggested that it would be interesting to look at separate totals of how many programs are eligible for exemption because of less than 10 graduates, because of outside accreditation and/or because of program suspension.
 - OAA will look at trends for programs eligible for exemption and bring in that information.
 - Committee discussed how to handle expiration of program exemptions. Exemptions are designed to last one year.
 - Recommended including a line in the handbook stating that exemptions need to be renewed annually.
 - Funding



- Deans and directors were asked to submit requests by October 15.
- Members are asked to help communicate with colleges/programs to determine funding needs for this year's reporting.
- OAA has a flat budget for assessment.
 - OAA funds assessment reporting, deans fund assessment itself.
- Committee discussed reaching out to the 9 percent of programs not reporting.
 - Recommended to use the Program Assessment Status report given out by OAA to determine those programs and encourage them to submit an assessment plan.
 - Recommended that committee members consider enhancing their role as representatives of their college and circling back to the deans/programs/faculty.
 - Suggested that another column be added to the Program Assessment Status report to detail why some programs don't have plans. This would capture certificates that don't have plans because they fully roll up into an associate's degree, etc..
 - Regarding this, committee discussed thinking about the handbook language and the Annual Survey program drop down box, to ensure there is a clear definition of what programs don't need have to have an assessment plan.
- Academic Assessment Committee Website
 - A second meeting with AAC Chair, OAA and IT is being scheduled.
 - The committee can think about what kind of things are desired for the website.
 - Kathleen Voge will participate in these meetings, to serve as a liaison between the committee and IT.
- Program Student Learning Outcomes Assessment in Catalog
 - AAC Chair will report on the UAB discussion.
 - Reminder memo in progress.
 - If programs change their Program Student Learning Outcomes, there will need to be an update of the Assessment Plan. Does the committee have a plan for the process?
- GERC
 - The GERC approved an amended motion for a General Education Assessment Task Force and submitted it for Faculty Senate consideration.
 - Committee can recommend people for this task force, or serve, if interested.
- Meeting access
 - Video conferencing will be available at the next meeting, 10/5.

New Business

- Role of AAC/UAB/GAB in the review of Program Student Learning outcomes
 - Improve Terms/Definitions/Guidance to support assessment review of PSLO
 - Discussion concerning UAB's requested information about who evaluates and/or approves Program Student Learning Outcomes.



- UAB is seeking a proposal from this committee about what the process should be. UAB proposed a process that AAC sends informational items up to UAB.
 - To hold programs accountable for discussing their learning outcomes with the AAC, it was recommended to incorporate a box on the PAR form that asks if AAC has reviewed Program Student Learning Outcomes.
 - Motion to approve a recommendation to update the PAR form was approved.
 - Deb Mole will work on crafting the recommendation.
 - Discussion about what guidelines PSLO's are held to and what kind of advice this committee should give.
 - Committee is looking at the ability to measure the outcome.
 - Recommended using criteria in the handbook to create guidelines.
 - Discussion about committee's desire to remain an advisory committee.
 - Recommendation for more communication with the UAB chair.
 - AAC chair will submit an informational point to the UAB and GAB agenda, stating that the committee is confirming their focus in their handbook and will be creating a recommendation for updating the PAR forms.
- Handbook revisions
 - Motions aren't necessary every time a change is made; however, a continuous report that the handbook is being changed will remain on the Faculty Senate agenda.
 - Shepherd of handbook?
 - Approved that Brian Bennett will handle this.
 - Shepherd of Survey?
 - Approved that Kathleen Voge, Deborah Mole and Bill Myers will work together on the survey.
 - Annual survey
 - Discussion about updating survey
 - Recommendations
 - Think about trending and what will be important over time.
 - Think about what OAA needs for reporting.
 - OAA is working on a document detailing the big picture of what is needed for reporting.
 - Add questions that encourage ongoing annual assessment.
 - Think about providing a place for supporting documentation.
 - Include a few general categories to report the kinds of recommendations, e.g. course-level, course sequencing, advising, etc.
 - Discussion about where the assessment reports will reside
 - Recommendations



- In a central location--this would require large amounts of storage space.
- With the college--this would mean there isn't a backup.
- AAC Member to liaison with GERC
 - Approved that Deborah Mole will serve as the liaison.
- CAFÉ classes
 - Deferred to next meeting because Kathleen Voge has a meeting with CAFÉ Advisory Board meeting today.
- Exemption Requests
 - Recommended to think about updating exemption memo templates
 - Recommended that these memos be addressed to the AAC chair, rather than OAA.
 - Recommend that the letter approving exemption include directions regarding ongoing annual assessment.

Scheduled Meeting Dates Fall 2012		
Date	Time	Location
8/31	9:30a-12:30p	PSB 103A
9/7	9:30a-12:30p	ADM 204
10/5	9:30a-12:30p	ADM 201
10/19	9:30a-12:30p	ADM 204
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

	Vacant, COE
C	Jennifer McFerran Brock, SOE
C	Kathi Trawver, COH
C	Keith Cates (Chair), Faculty Senate
N	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."