

Annual Academic Assessment Survey Frequently Asked Questions

[Access the Annual Academic Assessment Survey on the Academic Assessment Repository](#)

What is the Annual Academic Assessment Survey and why is it important?

The Annual Academic Assessment Survey captures information about faculty efforts around student learning and program improvement and helps UAA highlight these efforts. The survey also provides information for reporting to the Board of Regents for the annual Performance Report, and to UAA's institutional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU).

Which programs need to complete the Annual Academic Assessment Survey?

All academic programs are required to submit the Annual Academic Assessment Survey. Programs with suspended admissions are not required to conduct assessment activities, but they must complete the survey. One of the first questions will be about the status of the program. If a program indicates that admissions are suspended, the survey will be complete at that point.

Who should take the survey?

Each program has a designated faculty member assigned to complete the survey. There is one survey per program, and it is important that the assigned faculty member completes it.

Programs which are delivered on multiple sites submit a single, shared survey. A single responsible reporting faculty member is assigned to submit the survey. Each campus has indicated a lead who communicates findings to the reporting faculty member.

When can our program's designated person take the survey?

The survey is open April 1-June 15. Unless other arrangements have been made, faculty who will be off contract over the summer should plan to complete the survey before May 11.

How do I navigate in the survey?

If you need to go back and change an answer, click "Back" at the bottom of the survey page. Do not use your browser navigation buttons, as it may result in losing the responses you have entered.

Can I start the survey now and finish later?

No, you will need to complete the survey in one sitting. If you log out for any reason, the survey tool does not save your answers. To help you prepare, you can preview the survey questions and access the survey on the [Academic Assessment Repository website](#).

How long does the survey take?

The survey generally takes about 10-15 minutes.

How does this relate to the Annual Academic Assessment Report and the Academic Assessment Plan? Do I need to submit my Academic Assessment Plan?

The Annual Academic Assessment Survey provides high-level information about assessment processes and student learning, capturing each program's status as of June 15th.

- Annual Academic Assessment Reports are submitted by each active program by October 15, 2019. This narrative submission describes the program's assessment findings, resulting improvements, and their impact.
- Academic Assessment Plans are stable documents that do not need to be submitted annually. They should be updated as Program Student Learning Outcomes and/or assessment methods change. They are reviewed and approved by the Faculty Senate Academic Assessment Committee through the CIM curriculum workflow.

These processes are described in detail on the [Academic Assessment Repository](#).

The faculty have not yet reviewed the data for the current academic year. How should I answer the questions about the number of measured PSLOs this year that met or exceeded expectations?

If you have not yet made that determination, you may enter 0 for the number of PSLOs that have met/exceeded expectations, and those that did not meet expectations. This response does not negatively affect the institutional/college-level calculations of measured outcomes that met or exceeded expectations.

Note: If this is the case, indicate the appropriate status in the earlier question on the stage of this year's annual assessment process.

Whom do I contact if I need assistance with the survey?

Please contact Academic Affairs at uaa.aac@alaska.edu or 786-1054.