**University Assessment Committee Minutes**

**October 5, 2012, 1:30 – 3pm**

Franke COB room 207

Members present: Rob Till (Chair), Joe Anderson (Vice Chair), Allen Saunders, Yuly Asencion-Delaney, Krista Rodin, Dierdra Bycura, Ding Du, Peter Mangan, Kathee Rose, Julia Ragonese-Barwell (by phone)

*Ex Officio:* K. Laurie Dickson, Sue Pieper, Cynthia Conn, Melinda Treml, Margot Saltenstall, Sami Cross (ASNAU representative)

1. Call to order

*Meeting called to order 1:30.*

*Introductions around the table (and likely next time, too).*

1. UAC Business
	1. Approval of the UAC minutes from September 14, 2012 (see attached)

 *Approved with one minor adjustment. (Can’te remember what the change was.)*

 *Minutes will be distributed after they are prepared to let all members review them early.*

1. Update on Revised NAU Assessment Policy - Laurie & Rob

 *How might assessment efforts be rewarded? Academic unit? Todd Sullivan brought up the COFS doc wording, should be separate wording for program and …(lost a phrase).*

 *Endorsed by exec committee and was on agenda for discussion Oct 1 – “blessed” and sent to Hueneke for approval.*

1. Strategy for “rolling out” of revised Assessment Policy and AAR process - Rob
2. UAC/OCLDAA introduce revised AAR templates and assessment policy at each college chair meeting and seek input if they want UAC/OCLDAA to introduce revised AAR templates and assessment policy at department meetings
3. Steps:
* Contact deans' offices to find out if/when we can come to college chairs meeting
* Determine UAC members able to attend at these particular times
* Determine scope of the introduction:  updated assessment policy,

 template for 3-phase assessment, resources on OCLDAA web site...

 *“A common sense approach” – Rob. Are there meetings in each unit that can be attended by a member of the committee (UAC) to represent us. Recommended for us to come to the College Chairs meetings to present templates and answer questions that arise. Laurie will be meeting with Deans and Assoc. Deans to determine their role in the process and familiarize them with the templates. Also encouraging them to provide support for the faculty as they enact the process.*

 *Krista – Incumbent on the Deans to affirm the need for the reports, to support the process.*

 *Should Deans sign off on their units’ reports? They need to support the faculty role, but not be directly involved in the reporting process – it is historically owned by faculty.*

 *Deans need to be keeping track of who’s doing what. – Laurie.*

 *Deans could provide the resources… if they are providing something, they have an interest in the process. – Paul.*

 *In the SOE’s? – Melinda.*

 *CC the Dean or Assoc. Dean when we receive the report, just to advise them of the stage in the process.*

 *Members who are interested in making contact with Deans and potentially departments in future -- Laurie is making a list of interested members (depending upon schedule possibilities).*

 *Deans should affirm the seals for recipients, and this can be part of their role re: assessment process.*

 *Public statement and recognition of receipt of seals? Timing? In which ceremonies?*

 *Also we should recognize the maintenance of Seals year after year. – Paul*

 *Discussion of NCATE reporting requirements in a format for UAC that fulfills the needs of both groups.*

1. Higher Learning Commission Discussion (see attached) - Laurie

Potential goal: Document how the UAC perceives our alignment to HLC/ NCA requirements

 *Sharing what we are supposed to do as an institution in the accreditation process.*

 *There are different layers…*

 *We can document what we do and how that matches what the accreditation body is looking for.*

 *We do need to address the criteria.*

 *Quality Assurance and Quality Initiative components.*

 *Building buy-in by incorporating individuals’ creativity into the process. – Dierdre*

1. New business: - Laurie & Rob

 a. Develop new seal criteria based on new feedback rubric

 *Laurie – Department can make suggestions and bring them back to the UAC.*

 *Maintain the current process – Letters 🡪 Seal of Achievement 🡪 Seal of Excellence*

 *Melinda – We can send a letter to the accrediting bodies for the units.*

 b. Reporting requirements for small programs/one-person programs

 *Melinda’s report on these – what is a small program? Troublesome to define small programs.*

 *We need a definition, or what would provide an exception to the annual assessment report?*

 *Cross-disciplinary programs provide a challenge – we need to get over those boundaries to know what’s going on with the different components?*

 *Laurie – What exceptions do we think should be appropriate for the UAC? Modifications of phases for special cases?*

 *Melinda – Certificates are basically not involved (in this process?) Do we want to get these programs (degree programs) in board first and then down the road get the Certificates moving later.*

1. Future agenda items for AY 2012-13:

 *Training in assessment review for Newbies.*

1. Revise UAC by-laws
2. NAU Outcomes Discussion
3. Adjournment

 *Meeting adjourned at 3:04 PM.*

1. Future meetings: Nov. 2nd (Science Lab Facility, Rm. 111), and Dec. 7th (Science Lab Facility, Rm. 111). All meetings are Friday 1:30-3:00.

Respectfully submitted by Joe Anderson