

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, SEPTEMBER 29, 2010

UNH 105 1:30-2:30

Members present: Richard Matyi, (Chair), Henryk Baran, Brian Gabriel, Kristen Hessler, Bruce Szelest, Kevin Williams, Bin Yu

Members absent: Brea Barthel, Sue Faerman, Theresa Gasper, Aaron Major , Dana Peterson, Christine Wagner

1. Introduction of members.

The Chair began by welcoming all members to the Council.

2. Minutes of the May 12, 2010 meeting were reviewed and approved.

3. Update from the CAA Chair

The Chair referred to bylaws that require GEAC and PRC to be chaired by teaching faculty. Henryk Baran agreed to chair PRC; because no other current members of the CAA who are teaching faculty were willing to chair GEAC, Richard Matyi agreed to serve as chair on an interim basis.

5. Discussion of upcoming program reviews

The Director of Assessment (DA) listed programs with upcoming program reviews in 2010-2011: Public Administration (site visit October, 2010); Economics, Art, Women's Studies, and LACS (Spring, 2010). Anthropology, Journalism and Liberal Studies received extensions until 2011-2012. The DA will bring a schedule of 2009-2010 program reviews for the PRC to the October meeting. The question arose of whether documents should be reviewed electronically or on paper; it was agreed that documents would be posted to the Wiki, and that the confidentiality agreement developed last year would continue to apply. The DA will add all PRC members to the Wiki page permissions, and send them the link to the Wiki page.

6. Review of updated Gen Ed assessment forms

The DA presented the new forms for the Mathematics and Oral Discourse learning objectives. These forms incorporate the structure of last year's pilot forms (including separate line items for a general variety of assessment tools) as well as combining Form 1 and Form 2 into a single form. CAA members suggested a few minor changes to the forms. Henryk Baran suggested that obtaining participation for the Oral Discourse sections will be difficult and suggested assessing Oral Discourse in the Spring; the Council agreed.

7. Update on the 2010-2011 CAA handbook

The need to update the CAA handbook was raised; the DA will have a revised draft prepared in time for the October CAA meeting. It was agreed that the handbook should be online this year rather than printed.

8. Scheduling of CAA meetings for 2010-2011

It was agreed that scheduling of future meetings would be done via Outlook.

The meeting adjourned at 2:30 pm.

Minutes respectfully submitted by Joel Bloom