

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, DECEMBER 3, 2008

UNH 107 10:00 – 12:00

Members present: Heidi Andrade, Henryk Baran, Kristina Bendikas, Zakhar Berkovich, Irina Birman, Daryl Bullis, Sue Faerman, Marjorie Pryse, Bill Roberson, Joette Stefl-Mabry, Bruce Szelest, Alex Xue

Members absent: Michael Christakis, Bill Lanford,

The minutes of November 19 were reviewed and adopted.

The Council began to review the data currently required in self-studies and to consider both what was being asked for and what changes should be considered. It received an excerpt (p. 6) from the Practitioner's Guide, that listed the data required and where it could be obtained. Discussion began with the observation that the requirement for course listings should not merely include all courses, but be restricted to those pertaining to the major and minor. Other comments followed. The outline of the self-study as presented in the Provisional Procedures for the Joint Review of Undergraduate and Graduate Programs (available on line, but not part of the Practitioner's Guide) was compared to the distributed list. After some discussion about the inconsistencies between the two documents, the Council considered whether it would be more productive to continue to revise the current list as a full group or to take another approach. It was suggested that Bill Roberson and Kris Bendikas should draft a revised outline, perhaps based on a series of questions that could be brought back to the Council for further review.

The Council was then presented with executive summaries of the General Education Assessment Results Reports for Fall 2007, Spring 2008 and UHS 2007-08 prepared by Kris Bendikas. At a recent meeting with the Provost the issue of how best to present assessment results to the faculty was discussed. The Provost supported posting the summaries on the assessment webpage. Further, she suggested that participating faculty be invited to a debriefing session after the assessment during which the results would be reviewed and feedback solicited from them about their experience. After reading the summaries and offering suggestions and corrections the Council endorsed the Provost's suggestions.

Action steps:

1. Bill Roberson and Kris Bendikas will draft a revised self-study outline

The meeting adjourned at 11:30 a.m.

Minutes respectfully submitted by Kristina Bendikas