

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, NOVEMBER 5, 2008

UNH 107 10:00 – 12:00

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

Members absent: Michael Christakis, Alex Xue

The minutes of October 29 were reviewed and adopted. It was requested that future minutes not include the names of the speakers.

The Council reviewed the draft of the letter to the Provost requesting the appointment of department-level Assessment Coordinators and expressing its concern over the absence of two School/College reports. The Council offered minor changes. The letter was approved and it was agreed that it should be sent via email with all members copied.

The Council then took up its discussion to clarify the roles and responsibilities of the Council, its committees and other constituents involved in program review and assessment. A matrix with the current Senate Charges of the Council and its committees was distributed for reference. The discussion resulted in drafts of revisions to specific sections of the charge. A suggestion was made regarding the timing of the program review process for individual programs. Significant discussion was generated by the suggestion that the process be initiated at least a semester early to enable programs to prepare for writing the self-study. Members debated the value of beginning the process earlier against the potential of an additional workload for programs. It was agreed that a schedule showing how the plan might work is needed.

The Council began a discussion of the Program Review Committee, but was unable to continue as time ran out.

Action steps:

1. Bendikas will make corrections to the letter to the Provost and send via email with a cc to all Council members.
2. Bendikas will draft a program review schedule showing programs beginning the process earlier in the cycle

The meeting adjourned at 11:30 a.m.

Minutes respectfully submitted by Kristina Bendikas