

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, DECEMBER 15, 2004

LC-31J; 3:00 – 4:00 PM

Present: Malcolm Sherman, Jon Bartow, Sue Faerman, Deborah Bernhard, David Dai, Maria Brown, Richard Collier, Joel Berkowitz, Kristina Bendikas, Lisa Dulgar-Tulloch, Lee Franklin

The Council discussed draft guidelines for reviewing program self-studies that came out of a discussion at the qualitative subcommittee. Collier distributed “*Some More General Working Principles for the Academic Advisement Council*,” which summarized the discussion that took place in the qualitative subcommittee. It was agreed that appending the list of self-study sections from the “*Provisional Procedures for Joint Review of Established Graduate and Undergraduate Programs, 2003-2004*” to the general working principles would serve as a guideline for the CAA reviewers.

Sherman noted that going forward, it would be helpful to review the self-studies at an earlier stage, before they are finalized. It was noted that if the CAA wishes to follow-up with departments regarding particular aspects of their self-studies and implementation of their assessment plans, the onus is on the CAA to do so, and this would fall to the CAA staff. Szelest noted that the Director of Assessment and/or himself would be able to perform this function on behalf of the CAA.

Brown asked if we get feedback from the departments regarding the external reviewer report? Sherman noted that we should ask the departments to submit brief responses to external reviewer reports along with our own report.

Sherman asked Collier to craft language for him, as Council chair, for transmitting our acceptance of the Theatre and Political Science self-studies to the Senate, and to ask the departments to submit responses to the external reviewer reports to the CAA. The CAA report/recommendation will be sent to the Senate Chair, with CCs to Dean Faerman, Dean and Interim Provost Mumpower, and to the school/college dean.

Discussion regarding whether or not the CAA should send recommendations for follow-up to other Senate councils or administrative officers ensued. For example, the Theatre self-study noted some lighting and space issues that affected curriculum offerings and raised health and safety issues. It was resolved that in order to promote a continuous process of assessment within the academic departments, the CAA, in general, would note issues of interest back to departments and deans and request a response from them. The responsibility for following through on (resolving?) important issues would then lay with the units most directly affected. There would therefore be two parts to the CAA report, 1) whether the CAA accepts or rejects the self-study, and 2) a request for a follow-up report, if necessary, by the department and dean. With regard to the Theatre and Political Science program reviews, the CAA would report to the Senate that it accepted the Theatre and Political Science self studies, and is following up with the departments regarding a few areas of concern.

The Economics review was briefly discussed, but it was decided that we would carry over review of the Economics self-study and external reviewers report to the next meeting as Professor Lanford, who

drafted the quantitative subcommittee report on Economics, was not present.

In other business:

Council members asked if some means, other than e-mail, for making the departmental self-studies and external reviewer reports available could be developed? It was noted that the e-mail attachments are very large and unwieldy for many Council members. Szelest noted that he would work with the Director of Assessment on this issue.

Szelest was asked to forward two self-studies (and external reviewer reports) to each review subcommittee so that Council members could continue their reviews over the semester break.

Next meeting is tentatively scheduled for Wednesday January 26, 2005, 3 – 4:30 PM, LC 31J, but this may change due to member availability. Council members are asked to forward both their preferred and unavailable meeting times to Bruce Szelest (Bszelest@albany.edu) for Spring 2005 CAA meeting scheduling.

Respectfully submitted,

Bruce Szelest