

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, NOVEMBER 17, 2010

UNH 306 9:00-10:30 AM

Members present: Richard Matyi, (Chair), Brian Gabriel, Theresa Gasper, Aaron Major, Christine Wagner, Kevin Williams, Bin Yu

Members absent: Brea Barthel, Sue Faerman, Kristen Hessler, Toni Naccarato, Dana Peterson, Bruce Szelest

1. Meeting called to order.

2. The October 27, 2010 minutes were reviewed and approved with minor corrections.

3. Reports from the Chairs

- CAA Chair Report
 - o Given the current climate around the program deactivations, the Chair has officially entered the following comment: “The Council on Academic Assessment takes no formal position regarding program deactivation at the University at Albany. It is the desire of the Council, however, that all actions taken by the University remain consistent with the goal of maintaining continuous quality improvement in our academic programs.”
- GEAC Chair Report
 - o We are still awaiting the General Education Task Force report. As a result, the UAC General Education Committee is not meeting yet.
 - o Given this, it was also felt that we should not address our own general education assessment plan until we have heard from the Task Force.
 - o It was agreed that Rich Matyi and Joel Bloom would set up a meeting with Vivien Ng and Daryl Bullis to get a better sense of where we are with this process.
- PRC Chair Report
 - o Brian Gabriel created a Wiki page specifically for this year’s program reviews (the existing Wiki goes back to 2002). He will add the schedule to the screen. All documents for each program have been combined into single pdf files. The committee will meet mostly online, including members who have difficulty attending live meetings.
 - o Rich Matyi reiterated that the PRC does not do program reviews but rather ensures that reviews are conducted appropriately and that issues are addressed by the programs as appropriate. On the other hand, we don’t check back on programs to see if they are doing what they said they would do – that occurs at the next review.

4. Director’s Report

- PRC review schedule/ upcoming program reviews
 - o The Director of Assessment (DA) informed the Council that all documents are in place from last year’s reviews, with the only exceptions being two departmental responses. For this year, the Economics Department has its outside reviewers lined up and are preparing an itinerary. The other departments are awaiting the Provost’s approval of their lists of prospective reviewers.
- GEAC review schedule/ upcoming Gen Ed reviews
 - o Because we are only assessing two categories this year (Mathematics and Oral Discourse) we will conduct assessments only in the Spring Term.
- Update on the 2010-2011 CAA handbook
 - o Materials for the updated handbook are complete. They will be posted on the Assessment webpage by the end of the week. Hard copies will be distributed after that.

5. New business

- Report on CAA/GAC/UAC Interactions (Rich Matyi): Last year the GAC Chair approached the CAA chair to express the view that the GAC should review the work of the (A)PRC with regard to graduate programs.
 - o While the GAC Chair expressed a view that a modification to the University Senate Charter may be needed for such oversight, both the former and the current CAA Chairs do not agree. Matyi was invited to a GAC meeting where he reiterated CAA's understanding of its role in the program review process. The GAC was supportive of that. Both Matyi and the GAC Chair presented their views to the Governance Council (GOV).
 - o GAC plans on assigning one member per program review (all the way back to 2002-2003) to summarize the program reviews for GAC. The importance of maintaining confidentiality and agreeing not to circulate program review materials was stressed.
 - o A question was raised as to whether we need an amendment to the Charter in order for this to happen and there was general agreement that this was not necessary. A question was raised as to whether the GAC felt PRC was not performing its functions properly. Williams assured the Council that this was not the case, and added that they have already conducted one of these reviews and it was just summarization of existing program review materials. He added that they want to follow up with graduate assessments a few years out to see if programs are carrying out their plans to address concerns raised in the reviews.
 - o Matyi suggested that it would be efficient and reasonable for a member of GAC to serve on PRC to facilitate their desired role in the process. GAC likes this idea; there was general agreement in the CAA as well, although a discussion followed on the details, including whether the GAC representative on PRC should be a voting member of PRC. One member felt that having the GAC member be a voting member could distort the process while others felt that it would improve their buy-in to the PRC process. Matyi will draft a draft proposal for the next meeting.
 - o The Director raised the question about whether a midterm program review evaluation similar to what GAC is proposing might be a good idea for PRC as well. After some discussion it was agreed that now is not a good time to add a new assessment requirement.
 - o Matyi asked if we should invite the GAC Chair to our next meeting; after some discussion it was agreed that we should do so. It was also suggested that we bring an ITLAL representative to the meeting as well given their historic contribution to creating a culture of assessment. Matyi will invite Bill Roberson.
- Discussion of upcoming program reviews.

(This was covered earlier under the Director's Report.)
- Discussion of process for CAA charter modifications.
 - o Last April Heidi Andrade created a proposed Senate Charter Amendment, which was approved during the May 2010 CAA meeting. At that time it was too late to put it into the GOV cycle. Now we'll start moving it through the system. It clarifies how we do our business without impinging on other councils. Matyi will check with Eric Lifshin to start the process.
- Other new business/Committee Memberships.
 - o The Council reviewed its membership and reached the following conclusions regarding committee assignments:

GEAC	PRC
Rich Matyi, Acting Chair	Kristen Hessler & Brian Gabriel, Co-Chairs
Theresa Gasper	Dana Peterson
Aaron Major	Christine Wagner
Bin Yu	

Brea Barthel and Toni Naccarato do not yet have committee assignments. Ex Officio Council members generally do not serve on committees.

6. Old business

None

7. Meeting adjourned at 10:30 am.