

COUNCIL ON ACADEMIC ASSESSMENT (CAA)

MINUTES, MARCH 10, 2010

UNH 107 9:30 – 11:00

Members present: Heidi Andrade (Chair), Henryk Baran, Zak Berkovich, Daryl Bullis, Jason Cotugno, Brian Gabriel, Kristen Hessler, Aaron Major, Richard Matyi, Dana Peterson, Marjorie Pryse, Ruth Scipione, Bruce Szelest

Members absent: Brea Barthel, Sue Faerman

Guest: Ruth Scipione, ITLAL

The Chair introduced Ruth Scipione, who will be attending Council meetings, as well as GEAC meetings as a guest.

The minutes of February 11, 2010 were approved.

The Chair updated members on the Graduate Academic Council's intention to take up reviewing the program review assessment reports. A meeting with herself, Larry Kranich, Chair of GAC, and Kris Bendikas, the Interim Director of Program Review and Assessment was held to clarify the GAC's purpose, and discuss what documents were available to it. Kranich was asked to write a brief description for the CAA of the GAC's review process. Bendikas will attend the April 7 meeting of the GAC to show them how to navigate the repository of program review documents on the WIKI and to answer questions pertaining to the process.

The Chair updated members on the request to William Hedberg to include a mention of assessment in the guidelines for preparing tenure and promotion cases. Hedberg's response was to offer to bring the CAA's suggestions to the CPCA. A concern was raised about the extent of the new assessment component, but it was dispelled when the Chair read the wording of the request to the Council.

The Chair asked for updates from the GEAC Chair, Daryl Bullis. He reported that the committee plans to invite representatives from the University in the High School program to its next meeting for their input on potential changes to the General Education Assessment Plan. Bullis is also in conversation with GEC Chair, Martin Hildebrand, regarding two outstanding recommendations that the GEAC had made to the GEC.

The Chair asked for updates from the PRC Chair, Henryk Baran. He reported that its meeting on February 24 had to be cancelled due to inclement weather. Its next meeting is scheduled for March 17.

The Council reviewed the final version of its memo to the Provost, providing its reaction to the GSS review. It was noted that although the Provost had requested input from several Councils, the CAA reply was the only one known to have been completed so far.

A request was made for the memo to be copied to the Senate Executive Committee. A request was also made asking that the completion of the memo be noted in the CAA updates provided to the Senate by the Chair.

The Council considered a list of “qualifications” for the Departmental Assessment Coordinator position. There was discussion about how to frame it. Bendikas was asked to take the suggestions and provide a second version.

The Council reviewed the “3-year Recommendations Summary” and asked questions about the items. The Chair asked the members to rank the importance of items on which no action had been taken, so that when it reconvened, it could determine if it still wanted to take action on them.

Action steps

1. Andrade will send the memo regarding the GSS review to the Provost and copy the Senate Executive Committee.
2. Andrade will include a mention of the GSS memo in her Council updates for the Senate.
3. Bendikas will redraft the Departmental Assessment Coordinator description.
4. All members will rank the importance of items on the “3-year Recommendations Summary” on which no action had been taken.

The meeting adjourned at 11:00 a.m.

Minutes respectfully submitted by Kristina Bendikas